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Ofgem Renewables and CHP Register - System User Guide

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Overview:

There are a number of Government schemes that encourage the development of renewable and Combuned Heat and Power (CHP) generation in the UK.

This document provides a guide to users of the Ofgem Renewables and CHP Register, which will allow them to participate in any of the renewable and CHP schemes we administer on behalf of Government.

It includes information on how to apply for accreditation, submit and manage output in respect of renewable electricity produced, receive certificates, submit annual declarations, transfer certificates, access reports and manage compliance.

This document is intended for Renewable and CHP generators, electricity suppliers, relevant trade associations and other interested parties.

Context

The Renewables Obligation (RO) is currently the main mechanism for supporting large scale deployment of renewable electricity in the UK. The scheme came into effect in England and Wales and Scotland in 2002 and Northern Ireland in 2005 and is governed by three separate Orders to reflect the responsibilities of the devolved administrations. In the main, there is consistency between the obligations in view of the fact that there is a UK-wide market for Renewables Obligation Certificates (ROCs).

The RO Orders are administered by the Gas and Electricity Markets Authority ("the Authority") with its day to day functions performed by its office ("Ofgem").

This document relates to our administration of Government Environmental Programmes such as the RO. We also administer the Climate Change Levy exemptions (CCL), Renewable Electricity Guarantee of Origin (REGOs) and Feed-in Tarif (FIT) schemes. These schemes are, in part, administered using the Renewables and CHP Register.

Associated Documents

Readers should be aware of the following documents, which support this document. These documents are available on our website at:
http://www.ofgem.gov.uk/Sustainability/Environment/Pages/Environment.aspx

- Renewables Obligation: Guidance for Generators
- Renewables Obligation: Guidance for Agents
- Renewables Obligation: Fuel Measurement and Sampling Guidance
- Renewables Obligation: Guidance for licensed electricity suppliers (Great Britain)
- Renewables obligation: Guidance for licensed electricity suppliers (Northern Ireland)
- Climate Change Levy exemption for renewables: Guidance for Generators and Suppliers
- Climate Change Levy exemption for Combined Heat and Power (CHP): Guidance for exporting 'good quality' CHP generators and Suppliers
- Renewable Electricity Guarantee of Origin (REGO): Guidance for generators, agents and suppliers
- Renewables Obligation: Biodiesel and Fossil Derived Bioliquids Guidance
- Renewables Obligation: Sustainability Criteria for Bioliquids.Renewables Obligation: Sustainability Criteria for Solid and Gaseous Biomass for Generators (greater than 50 kW)

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Summary

The Ofgem Renewables and CHP Register (the Register) is an electronic, web-based system used to manage Renewable and CHP schemes that Ofgem administers on behalf of the Government. These are the Renewables Obligation (RO), the Climate Change Levy (CCL) exemption for Renewables and 'good quality' CHP, the Renewable Electricity Guarantees of Origin (REGO) and the Feed in Tariff (FIT).

The Register allows generators that wish to participate in any of the schemes to apply for accreditation, manage output in respect of electricity produced, receive certificates (Renewable Obligation Certificates (ROCs), Renewable and CHP Levy Exemption Certificates (LECs) and REGOs), produce a number of reports and submit annual declarations. The Register also allows generators, suppliers and participants to transfer certificates and access reports. Generators can also use the Register to make an application for ROO-FIT.

Suppliers will be able to use the Register to comply with the RO, to allocate/redeem CHP and Renewable LECs as evidence of CCL exempt supply to non-domestic UK customers and to hold REGOs as evidence of GB Fuel Mix Disclosure (FMD) or to retire REGOs for Northern Ireland FMD.

Please note, the last month of generation eligible for CHP LECs is March 2013. Suppliers can redeem CHP LECs until 1st April 2018.

All users that wish to participate in any of the above named renewable schemes must register for an account on the Register. The address for the website is https://www.renewablesandchp.ofgem.gov.uk.

Guidance documents on Ofgem's functions under the RO, CCL, REGO and FIT schemes can be found on our website via this link: http://www.ofgem.gov.uk/SUSTAINABILITY/ENVIRONMENT/Pages/Environment.aspx

Purpose of the document

This document is intended as a reference manual to guide the user through the functionality of the Register. The document:

- Describes the function of the Register;
- Provides a guide to using the Register including:
  - Editing account details
  - Creating and editing accreditations
  - Agreeing declarations
  - Submitting output data
  - Viewing and transferring certificates
  - Sumbitting compliance data; and
- Describes the provision of service for users without access to the web or in the event of the Register becoming unavailable.

System availability

If the Register becomes unavailable for a prolonged period then Ofgem will invoke a number of contingency measures. If Ofgem decides to implement this contingency service, details will be available on the Ofgem website, which should be checked for advice in this event.

In the event of the failure of Ofgem IT system infrastructure for a prolonged period, we will notify all account contacts by email or post with the appropriate advice.

For users without web access, Ofgem will, on request, provide appropriate paper-based forms and documents. On receipt of the relevant documentation, Ofgem will set up and manage accounts on the Register on behalf of these users.

1. Registration

Register/Login homepage

1.1. The Register/Login homepage allows users to register for an account, login to a registered account, request for forgotten login details or to view publicly available reports.

1.2. To open the Register/Login homepage, click on the Internet Explorer icon to open your browser. In the address box type in https://www.renewablesandchp.ofgem.gov.uk and press enter. This will open the Register/Login homepage for the Register, as displayed below.

ofgem E-Serve
Accessibility | Contact us | Site map | Links
Welcome to the Ofgem Renewables and CHP Register
You are not logged in. What would you like to do?
The Renewables System will allow you to:
Gain accreditation for RO, FIT, CCL exemption for Renewables and REGO;
Log in
Forgotten details
Username
Password
Register
Go
View reports that are publicly available
Previously the ROC Register
View Public Reports
Copyright 2007 OFGEM. All rights reserved | Privacy Policy | Terms & Conditions | Freedom of information

Registration

1.3. To register for an account on the Register, select the 'Register' link on the homepage.

ofgem E-Serve
Accessibility | Contact us | Site map | Links
Welcome to the Ofgem Renewables and CHP Register
The Renewables System will allow you to:
Gain accreditation for RO, FIT, CCL exemption for Renewables and REGO;
You are not logged in. What would you like to do?
Log in
Forgotten details
Username
Password
Register
Go
View reports that are publicly available
Previously the ROC Register
View Public Reports
Copyright 2007 OFGEM. All rights reserved | Privacy Policy | Terms & Conditions | Freedom of information

1.4. The 'Register' link will take you to a screen that informs you about Ofgem's requirement for a company director to submit a company letter headed document (Letter of Authorisation) appointing an 'authorised signatory' to manage the company account[1].

1.5. The 'authorised signatory' is the person authorised by the company to administer the account on their behalf. The Letter of Authorisation must be signed by an authorised signatory of the company, such as the CEO or company director. They will be the only account contact that will have the permission to sign annual scheme declarations via the Register and to add

1 Please note that a person registering as an individual will be the 'authorised signatory' and therefore will not be required to submit a letter.

other user contacts to the account. This account contact is also known as the Super User and, in effect is the legal representative for the organisation in questions. For the purposes of generator accounts, this person represents the operator of the generating station(s) in question.

1.6. Click on 'Continue', this will take you through to the initial registration screen. Select the type of organisation you are registering to act as by selecting one of the radio buttons[2]. For example, if you are a generator, select the 'A Generator' radio button, then click the 'Submit' button once you have made your selection.

1.7. Please note that users must only register as 'An Agent' organisation, if they have been appointed under the Renewables Obligation Order (ROO) to act on behalf of operators of generating stations with a declared net capacity (DNC) of 50kW or less i.e. microgenerators.

1.8. Any operator may seek administrative support from third parties if they wish, however, these third parties are not considered to be agents unless they are appointed under the provisions set out in the ROO. Where the operator of the generating station decides to seek support from a third party but does not wish to appoint an agent or is not eligible to appoint an agent, the operator will need to establish a generator account on the Register. The authorised signatory (super user) will then need to give a representative of the third party access rights allowing them to use their account for the purposes they have agreed with the third party. The operator of the generating station however remains accountable for any information provided on the Register by their third party.

1.9. If the third party is to provide administrative support for the operator of the generating station under the CCL exemption for Renewables or REGO schemes then the operator has two options. Where the third party is to perform all of the functions, including signing declarations on behalf of the operator of the generating station, then the third party may be appointed by the operator as the super user of the 'Generator' account. If the operator wishes to retain control of the account and sign the declarations then the third party may be added as a contact in their 'Generator' account. In both instances the operator of the generating station however remains accountable for any information provided on the Register by their third party.

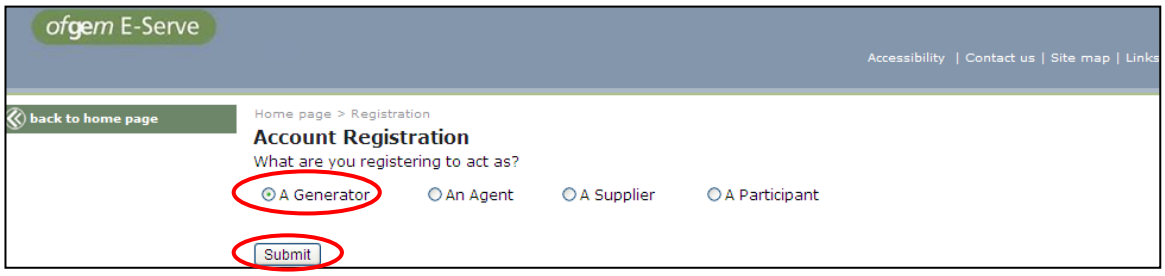
1.10. The Register provides for four different types of account which allow different functions to be performed. These accounts are listed below.

2 Please note you will need to register for separate accounts if you are acting for more than one organisation type.

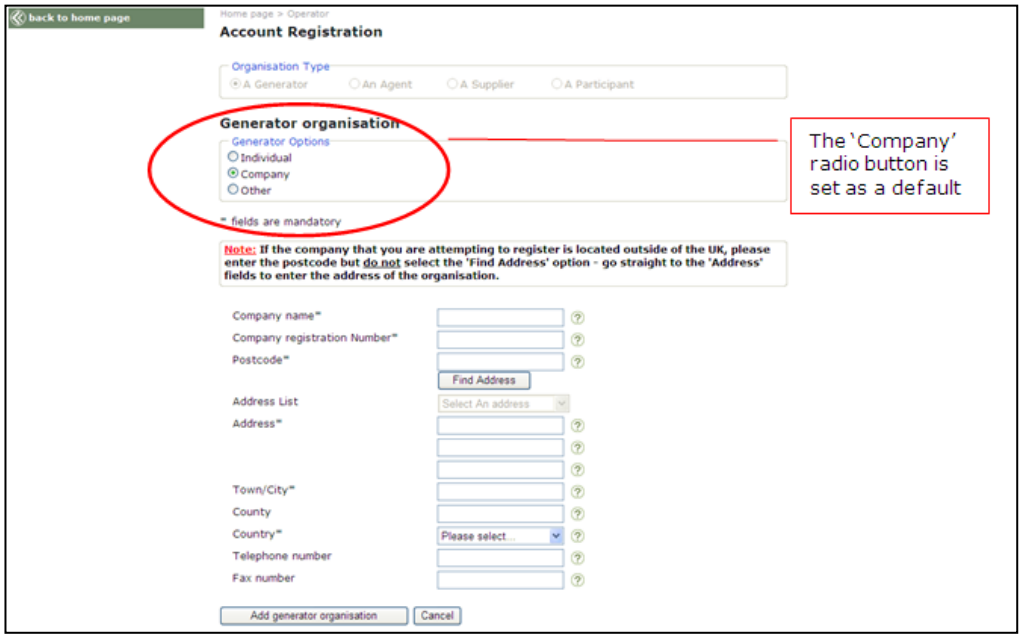
Account type	Description
Agent	Under the RO Orders, an operator of a generating station with a declared net capacity (DNC) of 50kW or less (ie a microgenerator) may appoint an agent to act on their behalf. If ROCs are to be issued to a party other than the operator of a generating station, an agent must be appointed by that operator. An appointed agent may only be issued with ROCs in respect of electricity generated by stations that have a DNC of 50kW or less. An agent account should be used in this situation.
Generator	The owner and/or operator of a renewable generator station. This account will enable the user to enter the to obtain.manage accreditation, submit/manage electricity generation data and receive/transfer renewable certificates. It will also allow the authorised signatory of the account to make legal declarations.
Participant	A user of the system involved in the scheme such as a supplier/agent or another user of the account other than the super-user. This account enables the user to transfer certificates.
Supplier	The RO Orders place an obligation on licensed electricity suppliers in the UK to source a proportion of their supply to customers from eligible renewable sources. This account will enable users to transfer certificates and meet their compliance obligations.

Register for a Generator account

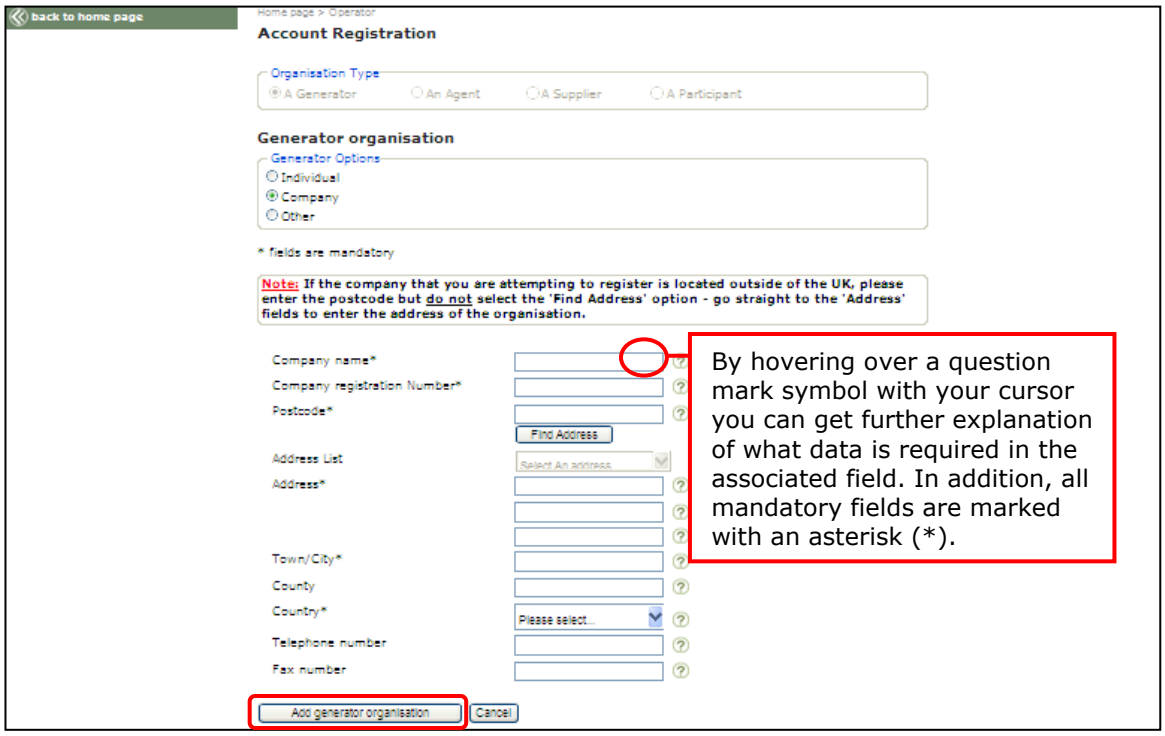
1.11. To register for a generator account, select the 'A Generator' radio button and click the 'Submit' button.



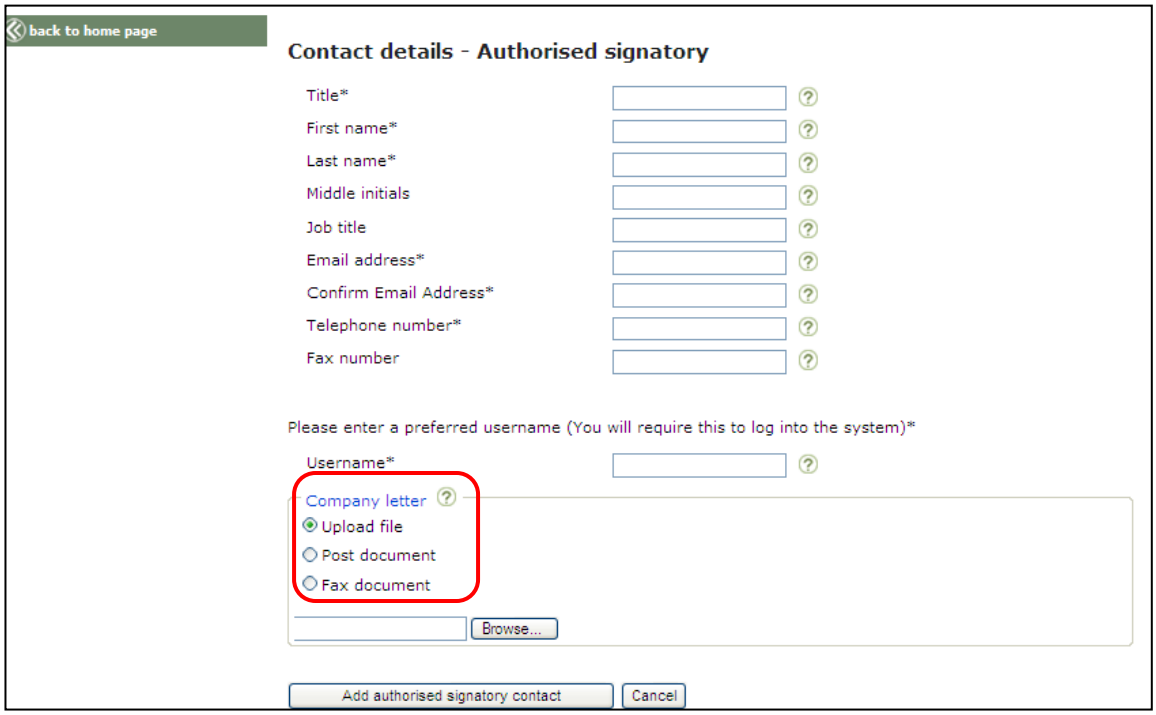
1.12. The 'Generator organisation' screen will be displayed as shown below. An appropriate set of questions for 'A Generator' who is an 'Individual', 'Company' or 'Other' will be displayed, when a Generator organisation option is ticked. The screen below shows a set of questions for a Generator organisation that is a company.



1.13. Fill in the fields ensuring that all of the mandatory text boxes are complete. Click on either the 'Add generator organisation' button to submit the organisation details or the 'Cancel' button if you wish to cancel your entire registration.


back to home page
Home page > Operator
Account Registration
Organisation Type
A Generator
An Agent
A Supplier
A Participant
Generator organisation
Generator Options
Individual
Company
Other
* fields are mandatory
Note: If the company that you are attempting to register is located outside of the UK, please enter the postcode but do not select the 'Find Address' option - go straight to the 'Address' fields to enter the address of the organisation.
Company name*
Company registration Number*
Postcode*
Find Address
Address List
Select An address
Address*
Town/City*
County
Country*
Please select...
Telephone number
Fax number
Add generator organisation
Cancel
By hovering over a question mark symbol with your cursor you can get further explanation of what data is required in the associated field. In addition, all mandatory fields are marked with an asterisk (*).

1.14. When you click the 'Add generator organisation' button, you are presented with a screen which allows you to add details for an 'Authorised signatory' contact of the organisation. The 'Authorised signatory' (the contact appointed by the company) is the 'super user' of the system, and has complete rights within the system and the only account contact that can add other contacts to their account. The first contact added to an organisation must always be the 'Authorised signatory', also known as the 'super user' of the account.



1.15. For a Generator that is a company, the authorised signatory (super user) is required to either upload, post or fax a company letter headed document that has been provided by the authorised signatory of the company, appointing the them to manage the company account on the Register as Letter of Authorisation.

1.16. The letter should use the format of the P Register Authorisation Letter template[3] and must be signed by someone seen as legally representing the Organisation e.g. a Director, COO, CEO, Company Secretary.

1.17. Enter contact details on the Register for the authorised signatory, ensuring that all fields marked as mandatory are completed. Click on the 'Add authorised signatory contact' button and confirm that email address provided is correct.

1.18. Once you click on 'Add authorised signatory contact' a screen will appear asking you to confirm the email address.

[3] Renewables and CHP Register Authorisation Letter template can be found at http://www.ofgem.gov.uk/Sustainability/Environment/RCHPreg/Pages/RCHPreg.aspx

1.19. Any accounts which are left partially completed will be deleted over night. If you resume your account registration the following day then you will have to re-enter the information from the beginning of the registration process.

Register for an Agent account

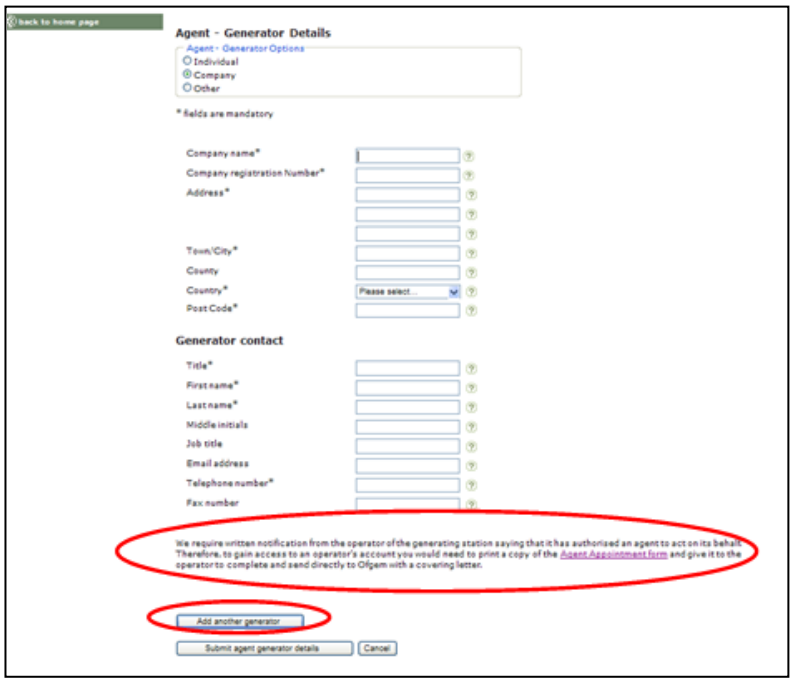
1.20. Users must only register as 'An Agent' organisation, if they have been appointed under the ROO to act on behalf of operators of generating stations with a declared net capacity (DNC) of 50kW or less i.e. microgenerators.

1.21. To register for an Agent account, select the 'An Agent' radio button and click the 'Submit' button.

1.22. The Agent organisation screen will be displayed, similar to that described earlier in this section for a 'Generator organisation'.

1.23. Complete the fields for the Agent organisation and click on the 'Add Agent organisation' button. Enter details for an authorised signatory (super user) contact, similar to that described earlier in this section for a 'Generator organisation'.

1.24. When you click on the 'Add authorised signatory contact' button, you will be required to confirm the email address provided. On confirmation of the email address, the 'Agent - Generator Details' screen is displayed as illustrated below.


back to home page
Agent - Generator Details
Agent - Generator Options
Individual
Company
Other
* fields are mandatory
Company name*
Company registration Number*
Address*
Town/City*
County
Country*
Please select...
Post Code*
Generator contact
Title*
First name*
Last name*
Middle initials
Job title
Email address
Telephone number*
Fax number
We require written notification from the operator of the generating station saying that it has authorised an agent to act on its behalf. Therefore, to gain access to an operator's account you would need to print a copy of the Agent Appointment form and give it to the operator to complete and send directly to Ofgem with a covering letter.
Add another generator
Submit agent generator details
Cancel

1.25. Enter the contact details for the generator you are representing and click on 'Submit agent generator details'. If you represent more than one generator, click on the 'Add another generator' button to enter contact details for another generator.

1.26. It is important to note that Ofgem requires written notification from the generator authorising an agent to act on its behalf. Agents will only be able to apply for accreditation, submit output data and manage certificate issue on behalf of a generator when Ofgem receives the Agent Appointment form[4].

4 Please refer to the Renewable obligation Agents Guidance documents

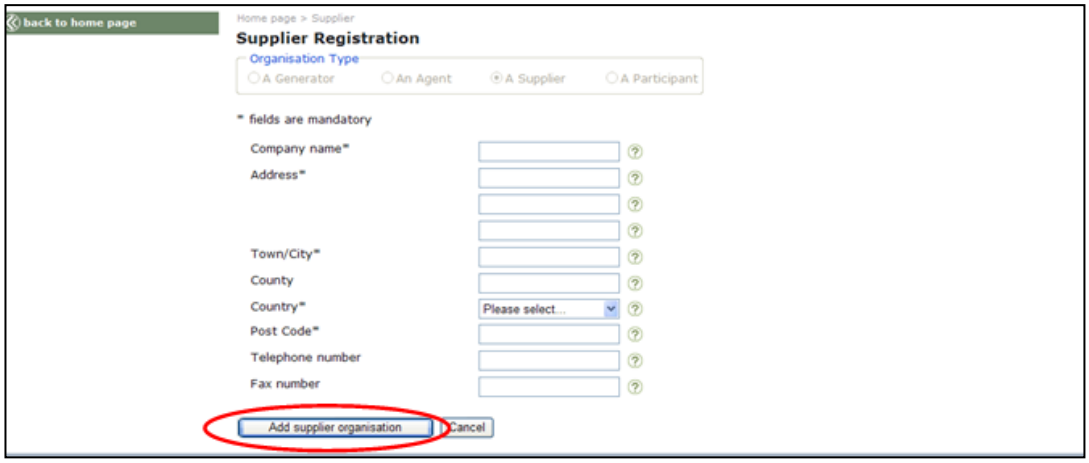
1.27. You can download a copy of the Agent Appointment form using the link on the 'Agent - Generator Details' page, as shown above. The generator should complete the form and upload it via the Register. If this is not possible, you also have the option to fax or post the form with a covering letter directly to Ofgem to the following address:

Renewables and CHP Officer (ref: Agent Authorisation)
Environmental Programmes
Ofgem
9 Millbank
London
SW1P 3GE

Register for a Supplier account

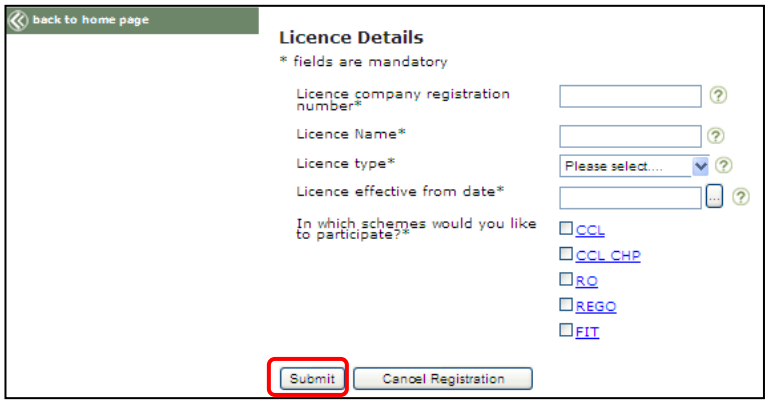
1.28. To register for a Supplier account, select the 'A Supplier' radio button and click the 'Submit' button

1.29. The Supplier Registration screen will be displayed as shown below.



1.30. Complete the fields for the Supplier Registration and click on the 'Add supplier organisation' button. You are then required to enter details for an Authorised signatory (super user) contact similar to that described in paragraph 1.10 - 1.14 for a 'Generator organisation'.

1.31. When you click on the 'Add authorised signatory contact' button, you will be required to confirm the email address provided. On confirmation of the email address, the 'Licence Details' screen is displayed as illustrated below.



1.32. Enter details of your company's supply licence and indicate the renewable schemes in which you wish to participate. Click on the 'Submit' button, a confirmation message will be displayed.

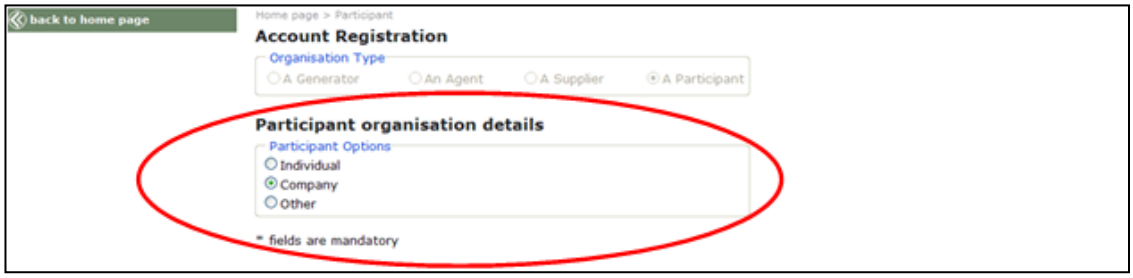
back to home page
Licence Details
The licence details have been successfully added. Please click the continue button to add another licence or click finish to complete registration
Continue >>
Finish

1.33. Either click on the 'Finish' button to complete registration or click on the 'Continue' button to add another licence.

Register for a Participant account

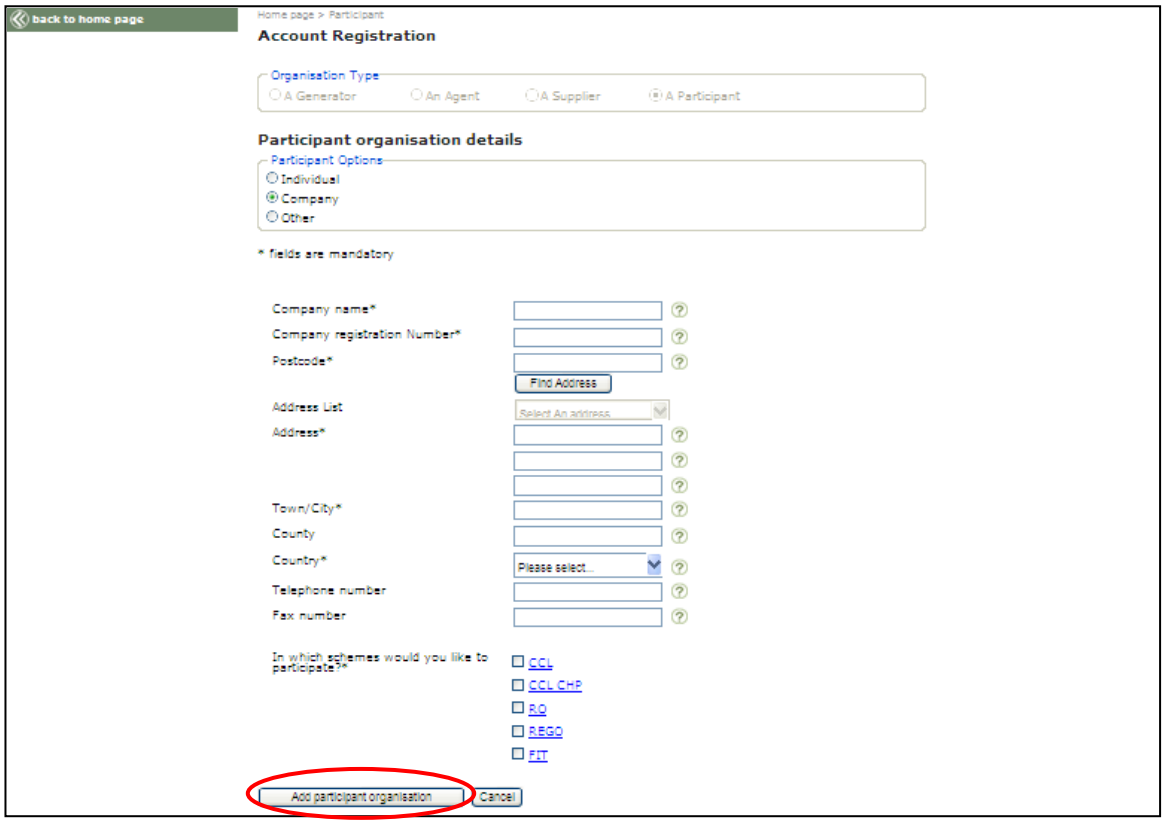
1.34. To register for a Participant account, select the 'A Participant' radio button and click the 'Submit' button

1.35. The 'Participant organisation details' screen will be displayed as shown below.



1.36. Select one of the radio buttons in participant organisation set up, depending on whether you are registering as a 'Company', an 'Individual' or 'Other'. An example of 'Other' could be a charity, housing association etc. The 'Company' radio button is set as a default.

1.37. An appropriate set of questions will be displayed, which relate to 'A Participant' who is an 'Individual', 'Company' or 'Other'. The screen below shows a set of questions for a Participant organisation that is a company.

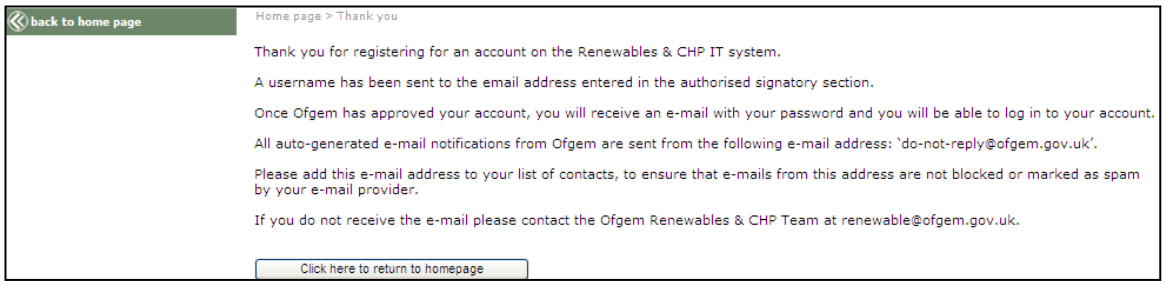


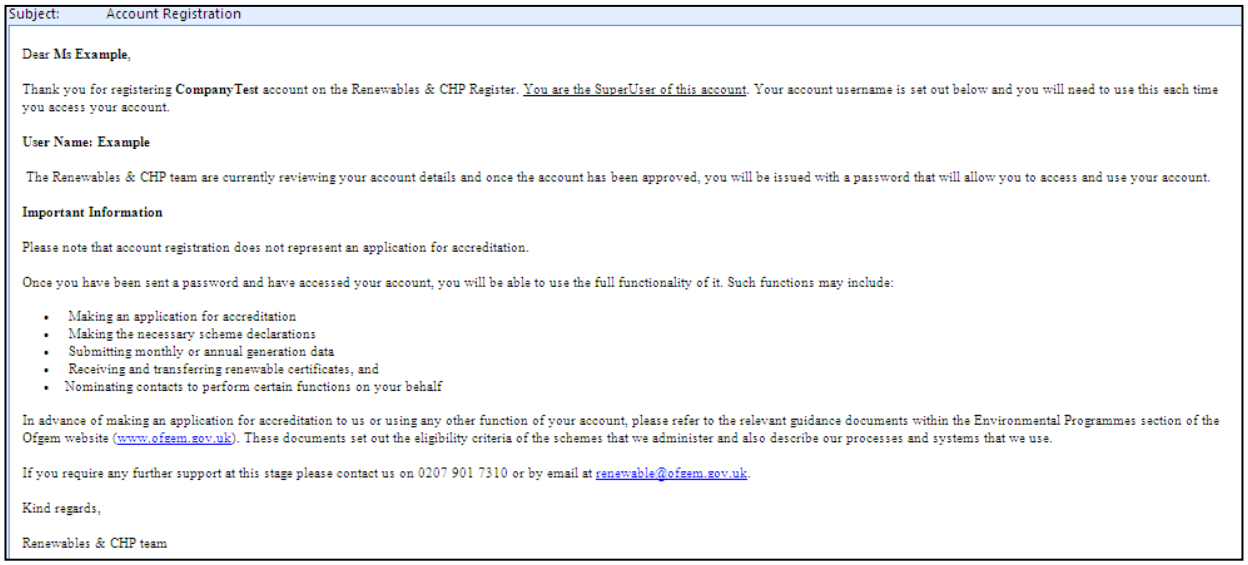
1.38. Complete the fields for the 'Participant organisation details' and click on the 'Add participant organisation' button. You are then required to enter details for an Authorised signatory (super user) contact similar to that described in paragraph 1.10 - 1.14 for a Generator organisation.

1.39. Select the schemes you wish to participate in by selecting one or more of the check boxes. Click on 'Add authorised signatory contact' button and confirm the email address provided.

Registration confirmation

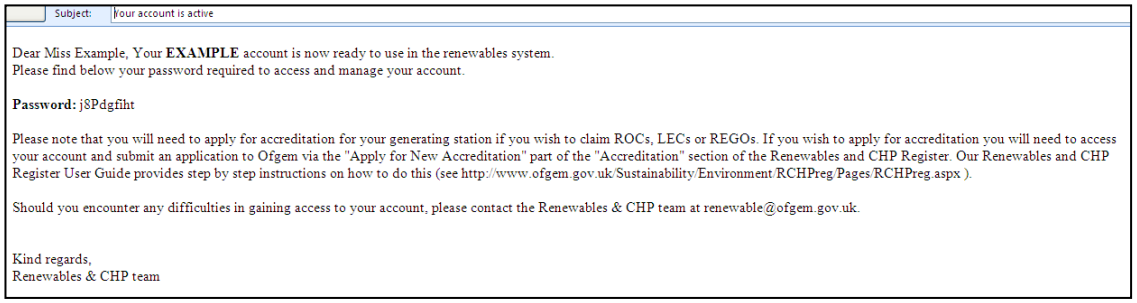
1.40. Once registration is complete, you will receive a screen message confirming registration and an email with login details will be sent to the email address provided for the authorised signatory (super user). See below an example of the screen confirmation and email message.


back to home page
Home page > Thank you
Thank you for registering for an account on the Renewables & CHP IT system.
A username has been sent to the email address entered in the authorised signatory section.
Once Ofgem has approved your account, you will receive an e-mail with your password and you will be able to log in to your account.
All auto-generated e-mail notifications from Ofgem are sent from the following e-mail address: 'do-not-reply@ofgem.gov.uk'.
Please add this e-mail address to your list of contacts, to ensure that e-mails from this address are not blocked or marked as spam by your e-mail provider.
If you do not receive the e-mail please contact the Ofgem Renewables & CHP Team at renewable@ofgem.gov.uk.
Click here to return to homepage


Subject: Account Registration
Dear Ms Example,
Thank you for registering CompanyTest account on the Renewables & CHP Register. You are the SuperUser of this account. Your account username is set out below and you will need to use this each time you access your account.
User Name: Example
The Renewables & CHP team are currently reviewing your account details and once the account has been approved, you will be issued with a password that will allow you to access and use your account.
Important Information
Please note that account registration does not represent an application for accreditation.
Once you have been sent a password and have accessed your account, you will be able to use the full functionality of it. Such functions may include:
Making an application for accreditation
Making the necessary scheme declarations
Submitting monthly or annual generation data
Receiving and transferring renewable certificates, and
Nominating contacts to perform certain functions on your behalf
In advance of making an application for accreditation to us or using any other function of your account, please refer to the relevant guidance documents within the Environmental Programmes section of the Ofgem website (www.ofgem.gov.uk). These documents set out the eligibility criteria of the schemes that we administer and also describe our processes and systems that we use.
If you require any further support at this stage please contact us on 0207 901 7310 or by email at renewable@ofgem.gov.uk.
Kind regards,
Renewables & CHP team

1.41. Ofgem will need to approve all registrations before the authorised signatory can gain access to their account. You should receive a response from Ofgem within one working day of submission. Once approved, the authorised

signatory will receive an email confirming that their account is active with their login password. See below an example of an email confirmation.



Subject: Your account is active

Dear Miss Example, Your **EXAMPLE** account is now ready to use in the renewables system.
Please find below your password required to access and manage your account.

Password: j8Pdgfiht

Please note that you will need to apply for accreditation for your generating station if you wish to claim ROCs, LECs or REGOs. If you wish to apply for accreditation you will need to access your account and submit an application to Ofgem via the "Apply for New Accreditation" part of the "Accreditation" section of the Renewables and CHP Register. Our Renewables and CHP Register User Guide provides step by step instructions on how to do this (see http://www.ofgem.gov.uk/Sustainability/Environment/RCHPreg/Pages/RCHPreg.aspx).

Should you encounter any difficulties in gaining access to your account, please contact the Renewables & CHP team at renewable@ofgem.gov.uk.

Kind regards,
Renewables & CHP team

1.42. The authorised signatory (super user) will now be able to log in to their account and use the system to (as appropriate) manage accreditation, output data, certificate issue/transfer, declarations and compliance in relation to the renewable schemes. In addition, the authorised signatory (super user) will be able to view reports in respect of data in held in their account.

1.43. It is important to note that usernames and passwords must only be used by the person they relate to and they should not be shared with any other party. This is clearly stated in the terms and conditions of the Register. If we identify that personal login details have been shared with another party, the account(s) in question will be locked.

Login

1.44. To log into the Register, enter your username and password in the text boxes and click on the 'Go' link on the homepage.

ofgem E-Serve
Accessibility | Contact us | Site map | Links
Welcome to the Ofgem Renewables and CHP Register
The Renewables System will allow you to:
Gain accreditation for RO, FIT, CCL exemption for Renewables and REGO;
You are not logged in. What would you like to do?
Log in
Forgotten details
Username
GeneratorZ
Password
Register
Go
View reports that are publicly available
Previously the ROC Register
View Public Reports

First time login

1.45. When you log into the Register for the first time, using the username and password provided in the registration email, you will be prompted to accept the system's terms & conditions and the account registration declaration. As illustrated below.

back to home page
First time login
Welcome, you have logged in successfully.
Terms & Conditions
General terms and conditions will appear here
I have read and accept the terms & conditions
Account registration declaration
I confirm I am an employee or individual owner of the registered organisation, and am able to act as an authorised signatory contact (super user) / contact on behalf of the registered organisation.
I have read and accept the account registration declaration
Continue

1.46. To gain full access to the Register you must read and accept (by ticking the check boxes) the system's terms & conditions and the account declaration, before you click on the 'Continue' button. The terms & conditions can be found in Appendix 1 of this document and any superuser or account should have full regard for them in advance of using the Register. Any breach of the terms and conditions may result in the relevant account(s) being locked, preventing users from accessing their accreditations, certificates and data..

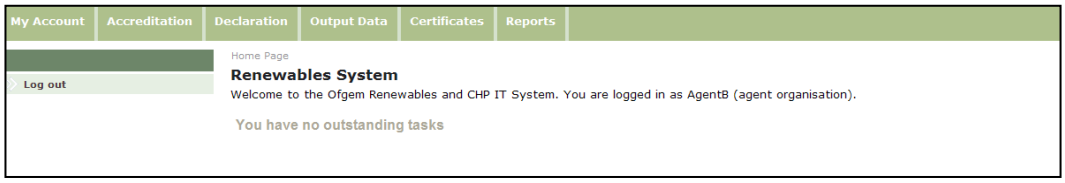
1.47. The 'Continue' button will display the 'First time login - Change password' screen, as shown below. For security purposes, you are forced to change the system-generated password (i.e. the password provided in the registration email) before you log in to the Register.

back to home page
First time login
This is the first time you have logged in. You are therefore required to change your password for security purposes.
Change password
Username*
GeneratorZ
Current password*
New password*
New password confirmation*
Change password
Please note that passwords must contain a minimum of 9 characters. There must be one digit, a lowercase and an uppercase letter.

1.48. To change the password, enter the current password (i.e. the system-generated password), then enter a new password and re-enter the new password. Before clicking on the 'Change password' button.

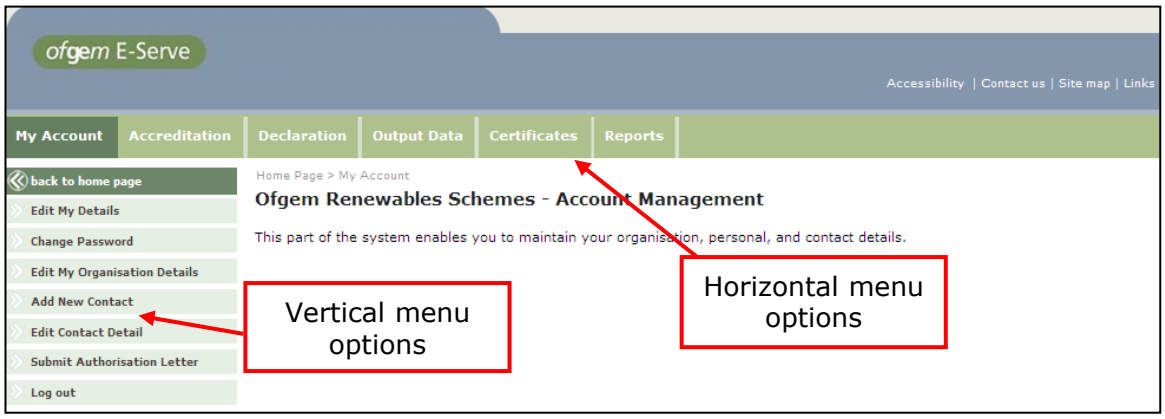
1.49. Click the 'Continue' button to confirm password change and gain access your account homepage (as displayed below) or click on the 'Back' button to return to the 'Change password' screen.

1.50. This page will also notify you of advanced system downtime or other important messages as needs be.



Subsequent logins

1.51. Subsequent logins will take you straight to your account homepage, as shown below.



1.52. The horizontal menu bar on your account homepage lists the sections of the Register used to manage information in relation to the renewable schemes. These sections are:

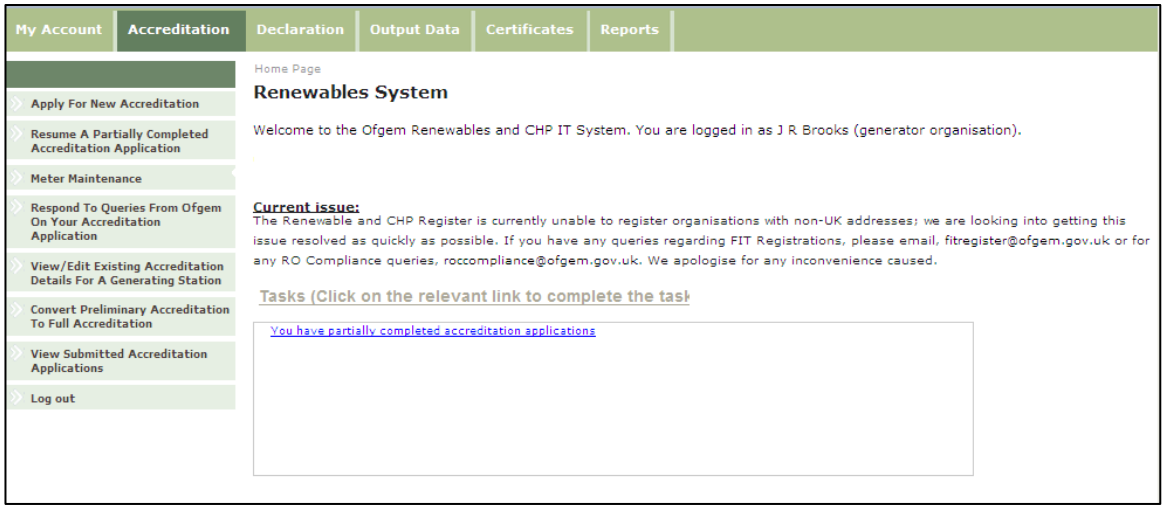
- My Account (available to all users)
- Accreditation (available to Generators and Agents)
- Declarations (available to super users of accounts only)
- Output Data (available Generators and Agents)
- Certificates (available to all users)
- Compliance (available to suppliers)
- Reports (available to all users)

1.53. A vertical list of menu options is displayed, when you click on any section on the horizontal menu bar. The vertical menu options list the different functions under each section.

1.54. The account 'authorised signatory' (super user) can add additional users and allocate permissions to those additional users to allow access to the different sections listed on the menu.

1.55. The account homepage also contains a list of outstanding tasks for the user. Examples of the tasks that could appear in a user's task list include:

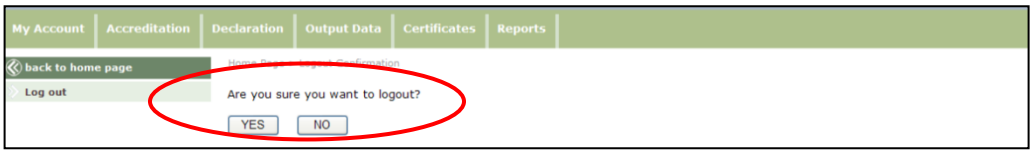
- You have a partially completed accreditation application to complete
- You have a query from Ofgem in relation to your accreditation application, and
- Agree Declarations


My Account
Accreditation
Declaration
Output Data
Certificates
Reports
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Meter Maintenance
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Log out
Home Page
Renewables System
Welcome to the Ofgem Renewables and CHP IT System. You are logged in as J R Brooks (generator organisation).
Current issue:
The Renewable and CHP Register is currently unable to register organisations with non-UK addresses; we are looking into getting this issue resolved as quickly as possible. If you have any queries regarding FIT Registrations, please email, fitregister@ofgem.gov.uk or for any RO Compliance queries, roccompliance@ofgem.gov.uk. We apologise for any inconvenience caused.
Tasks (Click on the relevant link to complete the task
You have partially completed accreditation applications

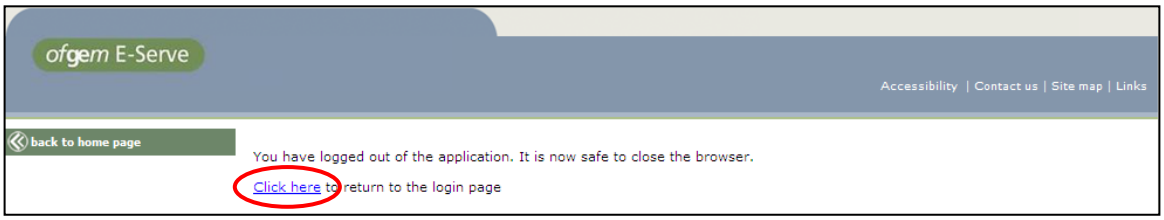
1.56. Clicking on a specific task will take you straight to the relevant screen where you need to complete that task. A task is removed from the task list once that task has been completed.

Log Out

1.57. There is a 'Log out' button on all vertical menu option. Click on the 'Log out' button to exit the Register. You will be asked whether you wish to logout, as displayed below.

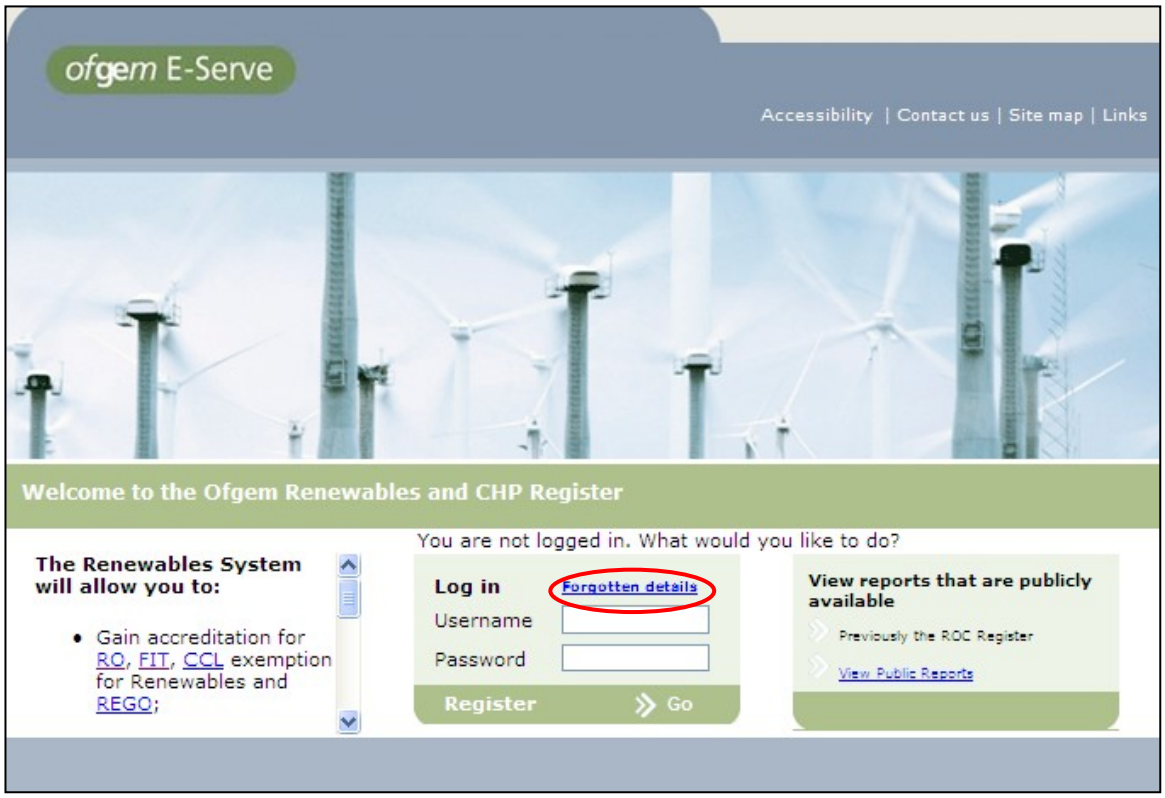


1.58. If you click on 'Yes', a message is displayed informing you that you have logged out of the Register with a link to return to the Register/Login homepage. It is advisable that you use this link to safely close your browser.

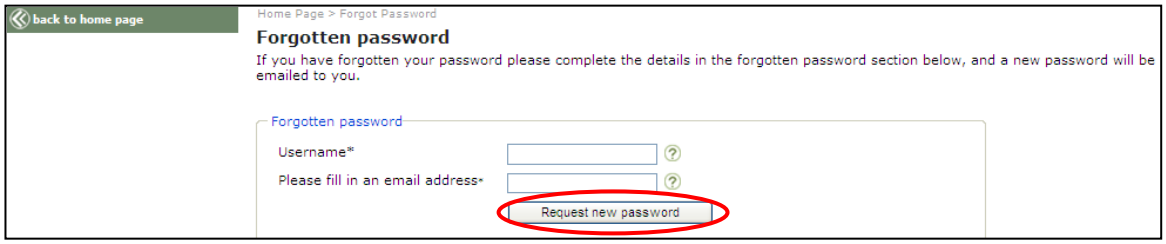

ofgem E-Serve
Accessibility | Contact us | Site map | Links
back to home page
You have logged out of the application. It is now safe to close the browser.
Click here to return to the login page

Forgotten Password

1.59. Click the 'forgotten details' link on the Register/Login homepage


ofgem E-Serve
Accessibility | Contact us | Site map | Links
Welcome to the Ofgem Renewables and CHP Register
The Renewables System will allow you to:
Gain accreditation for RO, FIT, CCL exemption for Renewables and REGO;
You are not logged in. What would you like to do?
Log in
Forgotten details
Username
Password
Register
Go
View reports that are publicly available
Previously the ROC Register
View Public Reports

1.60. The 'Forgotten password' screen below is displayed. Enter your username and email address in the text boxes and click on the 'Request new password' button. A new password will be generated and sent to your email address.

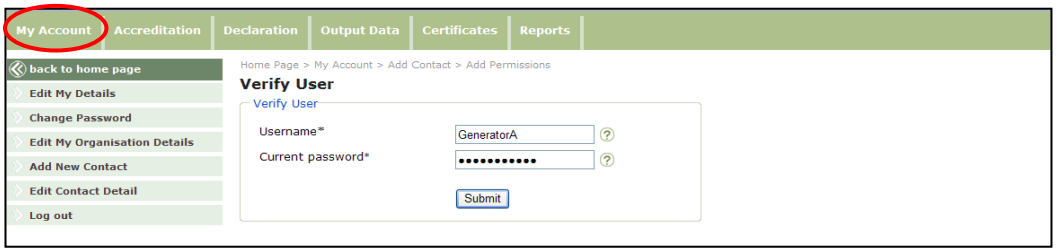

back to home page
Home Page > Forgot Password
Forgotten password
If you have forgotten your password please complete the details in the forgotten password section below, and a new password will be emailed to you.
Forgotten password
Username*
Please fill in an email address*
Request new password

1.61. You will be required to change the system-generated password the next time you login to the Register, similar to the process described for the first time log in.

2.My Account

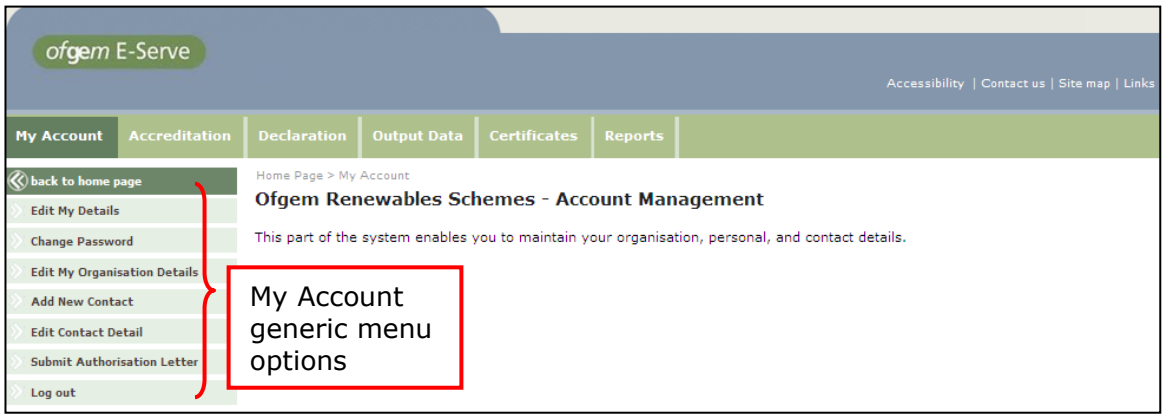
2.1. The 'My Account' section on the horizontal menu bar of your account homepage, displays a list of options to manage your registration details. The options available to each user depend on the type of organisation and the user's (account contact) role and permission rights.

2.2. It is important to note that any change to the 'My Account' section would need to be validated by entering your username and password. Once validated, a confirmation message will be displayed on screen, as illustrated below.



Generic Menu Options

2.3. For all organisation types (i.e. 'Generator', 'Agent', 'Supplier' and 'Participant'), there are a number of generic menu options under 'My Account' that are available to all authorised signatory contacts, as shown below.



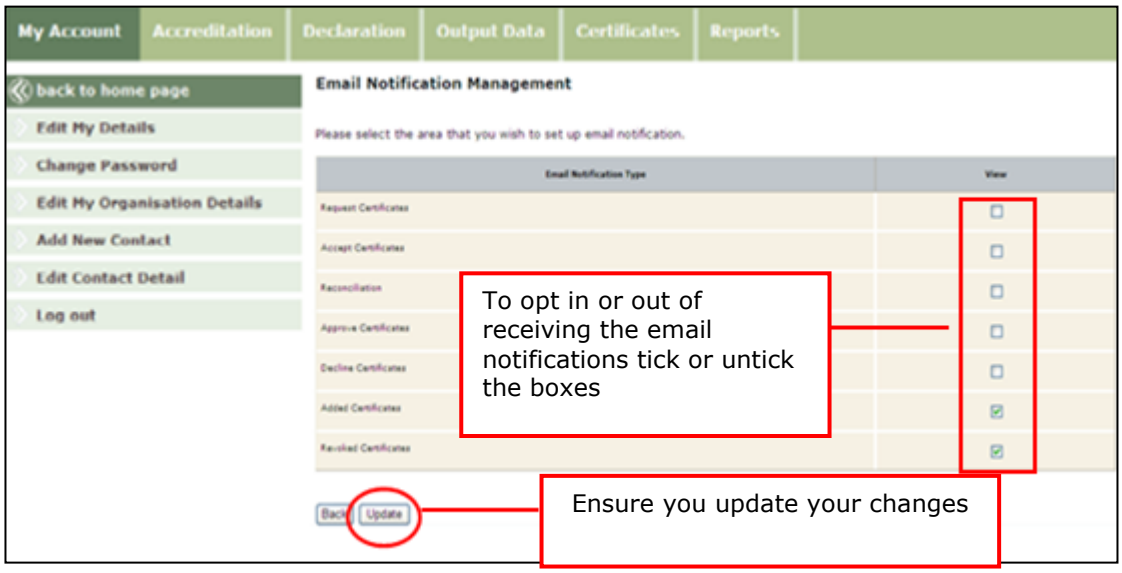
Edit My Details

2.4. The 'Edit my details' option is available to all account contacts. It allows users to view and amend their contact details supplied during registration. Please note that only the super user can edit an email address for an account contact. All users can amend their own email notifications. Please note that you will need to opt in to each of the email notifications and it is recommended that you do this.

2.5. Within the email notification area there are 4 categories relating to email notifications. These are Certificates, Declarations, Output Data & Accreditation.

2.6. Once you have selected one of these categories you will be presented with a selection of email notifications which allow you to opt-in/opt-out of receiving the various notifications that have been set up.

2.7. Below is an example of the email facilities available under the 'Certificates Email Notification' category. Any changes that you make should always be updated by clicking the 'update' button.



2.8. All auto-generated email notifications from Ofgem are sent from the following email address: 'do-not-reply@ofgem.gov.uk. Please add this e-mail address to your list of contacts, to ensure that emails from this address are not blocked or marked as spam by your e-mail provider.

Change Password

2.9. The 'Change Password' option is available to all account contacts. It allows users to change their passwords whenever they feel it is necessary. Good security protocols suggest that this should be done every 3 months.

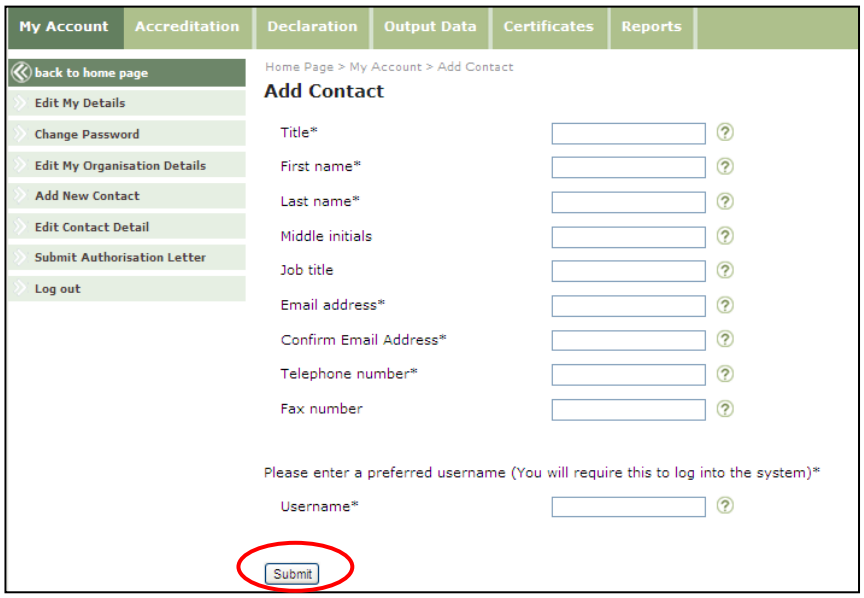
Edit My Organisation Details

2.10. The 'Edit my organisation details' menu option is only available to the authorised signatory (super user). Other account contacts will be unable to amend their organisation details.

Add New Contact

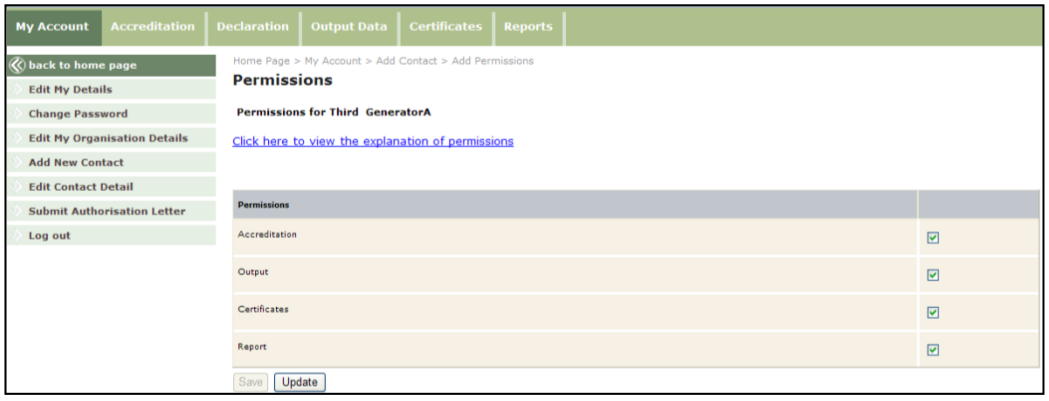
2.11. The authorised signatory can add other contacts to their account by using the 'Add new contact' menu option. This menu option is only available to the authorised signatory.

2.12. To add a new contact, click on the 'Add Contact' menu option, a screen is displayed as shown below. Enter contact details for a new contact, ensuring the username and the email address are unique. Click on the 'Submit' button.



2.13. A 'Permissions' screen is displayed enabling the authorised signatory to set permission rights for a new contact/user. These permissions include the ability to apply/manage accreditations, submit/manage output data and transfer/manage certificates. A contact's permission cannot include the ability to make declarations as this duty can only be performed by the super user.

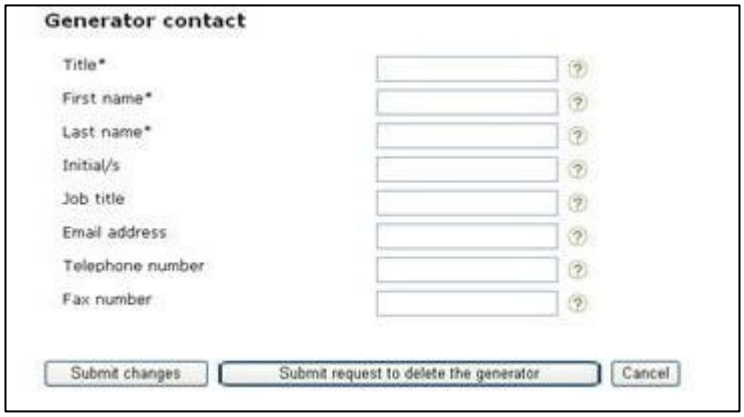
2.14. Check boxes must be ticked to assign specific permissions or tick the select all check box to assign the maximum permission rights, then click on the 'Save' button



Edit Contact Details

2.15. The 'Edit Contact Details' option is only available to the super user. The super user will be able to select an account contact from a drop down list of

all contacts and amend the contact details and permission rights for all account contacts. The authorised signatory can also delete a contact.



Agent Specific Menu Options

2.16. In addition to the generic menu options under 'My Account', users for an agent account can add a new generator and edit generator contact details.

Add New Generator to an Agent

2.17. Click on the 'Add New Generator' menu option and enter details for the generator you are representing, similar to that described earlier in this chapter.

Edit Generator details

2.18. Click on the 'Edit Generator details' menu option, select a generator from a drop down list of all generators the agent has registered (see below) and amend the generators contact details. Click on the 'Submit change' button to amend generator details.

Supplier Specific Menu Options

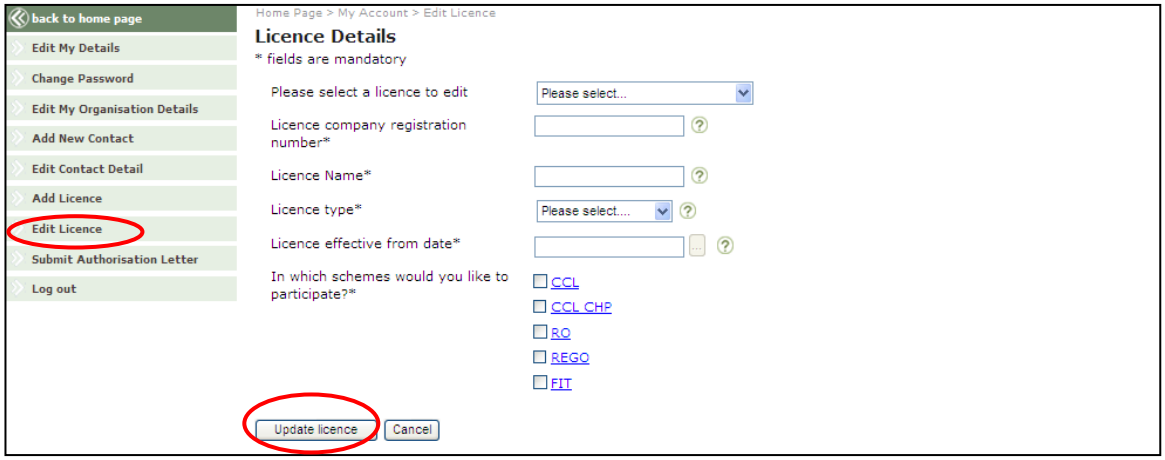
2.19. In addition to the generic menu options under 'My Account', the authorised signatory for a Supplier account can add a new licence and edit licence details.

Add new licence

2.20. To add a new licence supplier, click the 'Add licence' menu option. Enter details of the new licence supplier and click on 'Submit'.

Edit licence

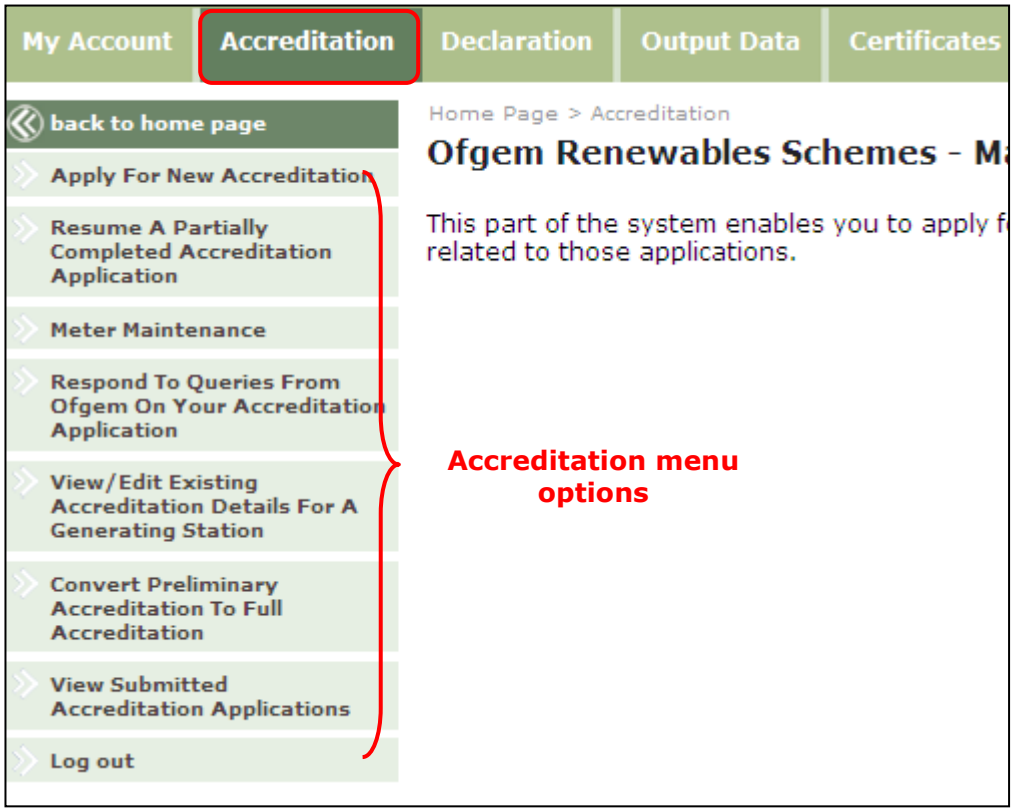
2.21. Click on the 'Edit licence' menu option, select a licence from a drop down list of licences (see screen below). Amend the licence details and click on the 'Update licence' button



3.Accreditation

3.1. The 'Accreditation' section on the horizontal menu bar on your account homepage, enables registered generator account holders and agent[5] account holders organisations to apply for accreditation under the renewable schemes and manage their accreditation information. This menu option is not available to organisations registered as suppliers or participants.

3.2. When completing this section of the Register, it is important that you read the relevant guidance documents for the scheme you are applying for. These can be found on our website at: http://www.ofgem.gov.uk/SUSTAINABILITY/ENVIRONMENT/Pages/Environment.aspx


My Account
Accreditation
Declaration
Output Data
Certificates
back to home page
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Meter Maintenance
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Log out
Home Page > Accreditation
Ofgem Renewables Schemes - M
This part of the system enables you to apply f
related to those applications.
Accreditation menu options

5 An Agent organisation can only apply for accreditation of small generating station (i.e. stations with a capacity of 50kW or less).

Apply For New Accreditation

3.3. The 'Apply For New Accreditation' menu option allows Generators and Agents who are authorised to act on behalf of Generators to apply for the accreditation of generating stations for the renewable schemes.

3.4. This section of the Register will take you through 'The Accreditation Wizard'. The wizard takes you through a series of questions required to enable the administration team to determine whether the legislative requirements of the scheme have been met and accreditation can be granted.

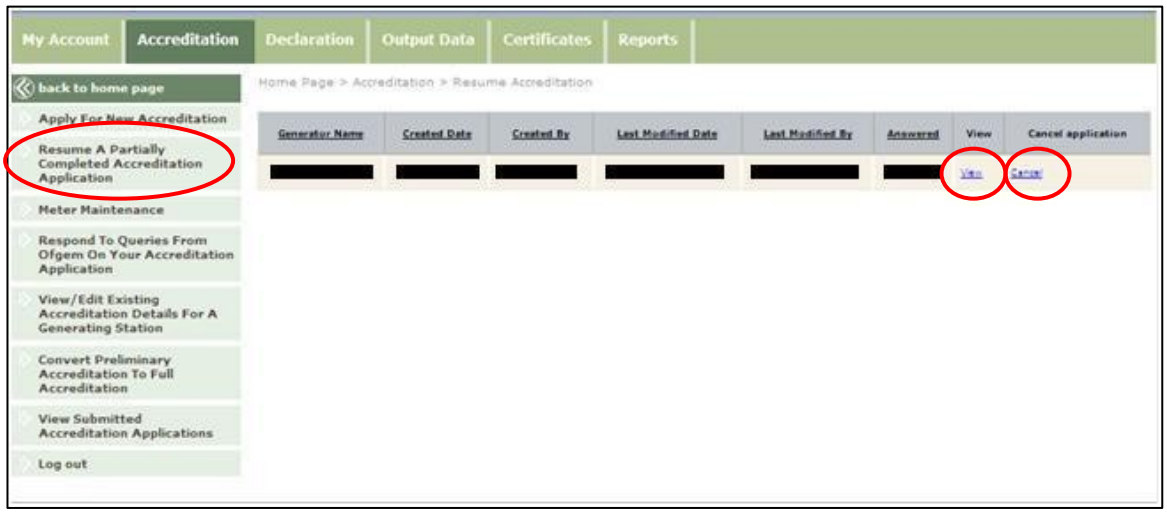
3.5. The accreditation wizard enables you to apply for full accreditation under the RO, CCL, REGO and FIT (ROO-FIT accreditation) schemes. You can also use the accreditation wizard to apply for preliminary accreditation under the RO and FIT (ROO-FIT accreditation) scheme.

3.6. Under the RO where the station is more than 2 months away from commissioning you will be asked whether you wish to apply for preliminary accreditation. If the station is within 2 months of commissioning you will be asked whether you wish to apply for accreditation under the RO. For further information regarding preliminary accreditation and accreditation under the RO please refer to our RO generator and FMS guidance documents available on our website.

3.7. The accreditation wizard will ask a series of questions about the generating station. You should complete all of the questions and click on the 'Submit your application' button. Clicking the submit button will display a message informing you that in order for the application to be submitted and the review process be initiated all relevant declarations must be made by the authorised signatory (super user). It is important to note that declarations **must be made** in order for an accreditation application to be submitted to us. See Chapter 4 for more information on making declarations.

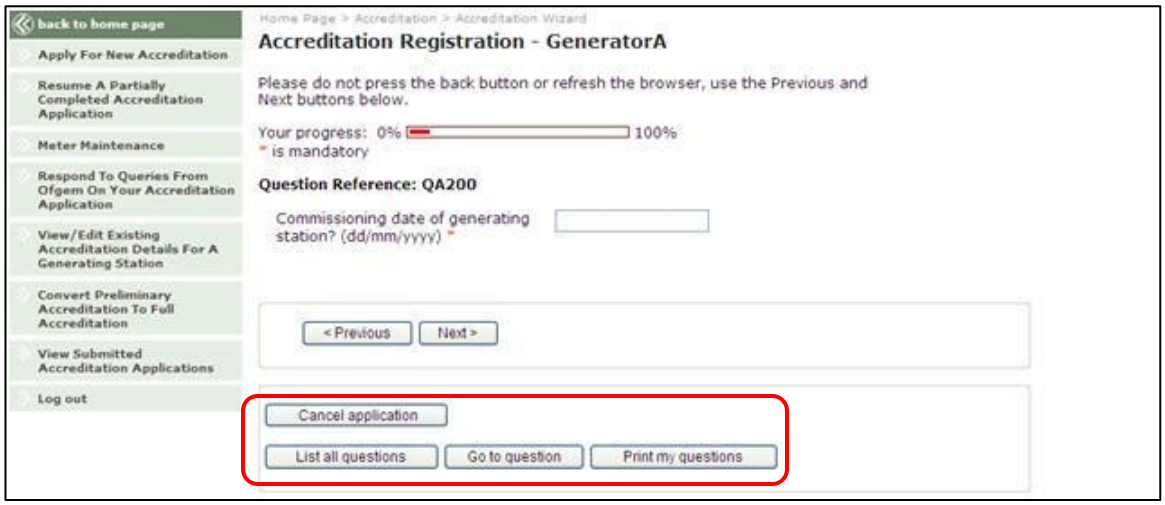
3.8. Once the application form is submitted and declarations made, we will review the information provided in the application and raise queries as appropriate (information on how to view and respond to queries is available later in this chapter). If we are satisfied that all legislative requirements are met, accreditation will be granted.

3.9. The accreditation application does not need to be completed in one go, although this is preferable. If you navigate away from the accreditation wizard part way through the application, it will be saved on the Register and you can return to complete the application at a later date. The saved application can be found by clicking on 'Resume A Partially Completed Accreditation Application'. Further information on how to resume a partially completed application is provided later in this chapter.

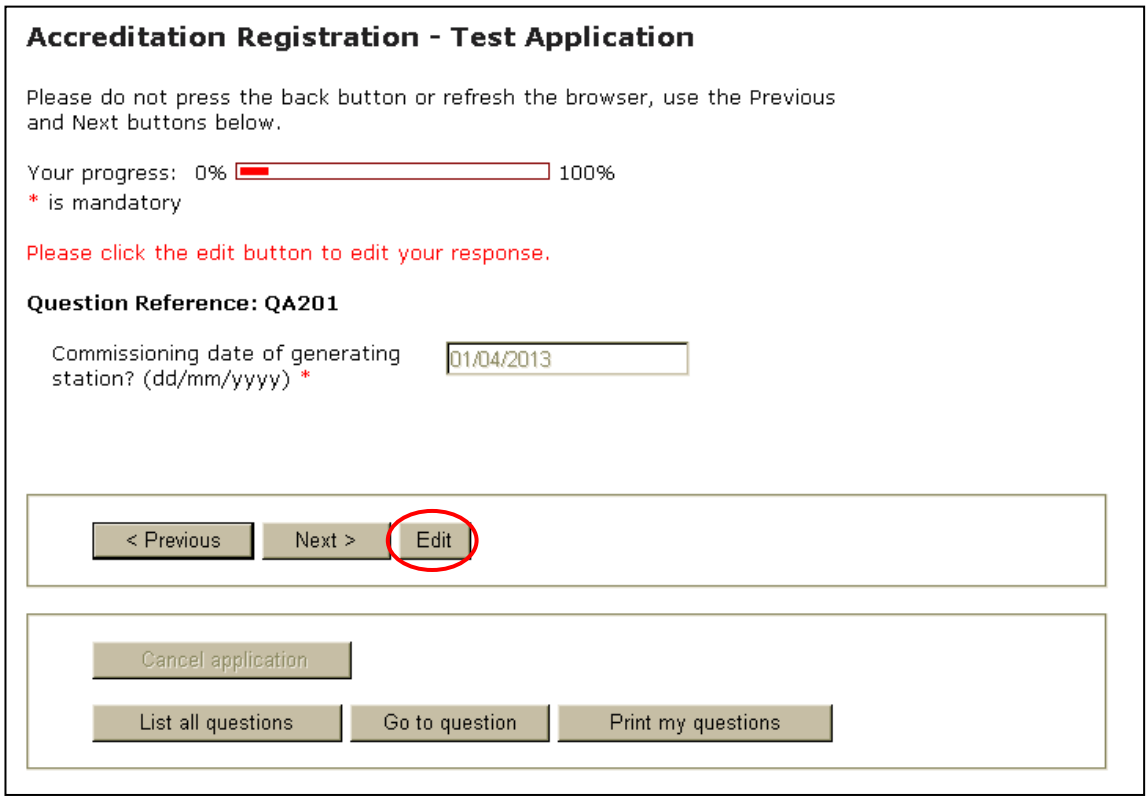


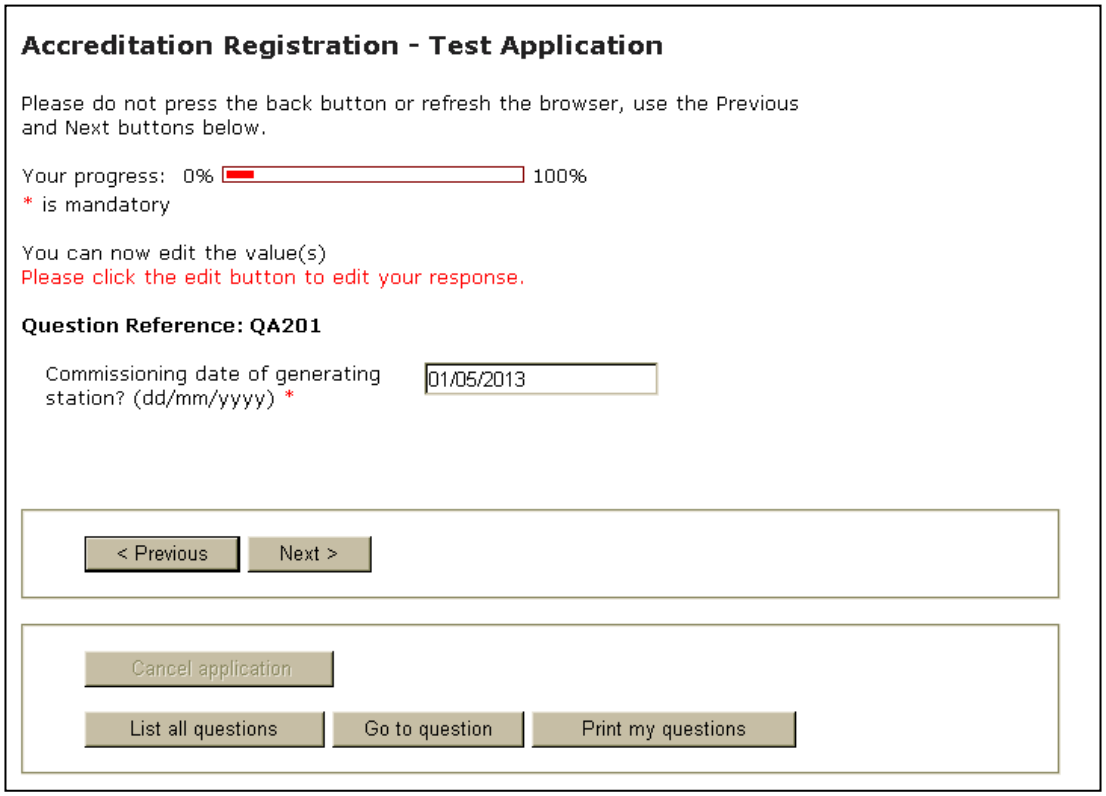
3.10. You can then choose to 'View' the application, which allows you to continue with the application. Or you can 'Cancel' the application, which will delete the application from the Register. If you choose to cancel the application then you will have to start your application again.

3.11. Click on the 'Apply for New Accreditation' menu option to display the Accreditation wizard. There are six buttons on screen to help you navigate through the 'Accreditation wizard', as circled below. Please use these buttons and do not use 'Back' or 'Refresh' buttons on your browser as it may result in an application error.


back to home page
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Meter Maintenance
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Log out
Home Page > Accreditation > Accreditation Wizard
Accreditation Registration - GeneratorA
Please do not press the back button or refresh the browser, use the Previous and Next buttons below.
Your progress: 0% 100%
" is mandatory
Question Reference: QA200
Commissioning date of generating station? (dd/mm/yyyy) "
< Previous
Next >
Cancel application
List all questions
Go to question
Print my questions

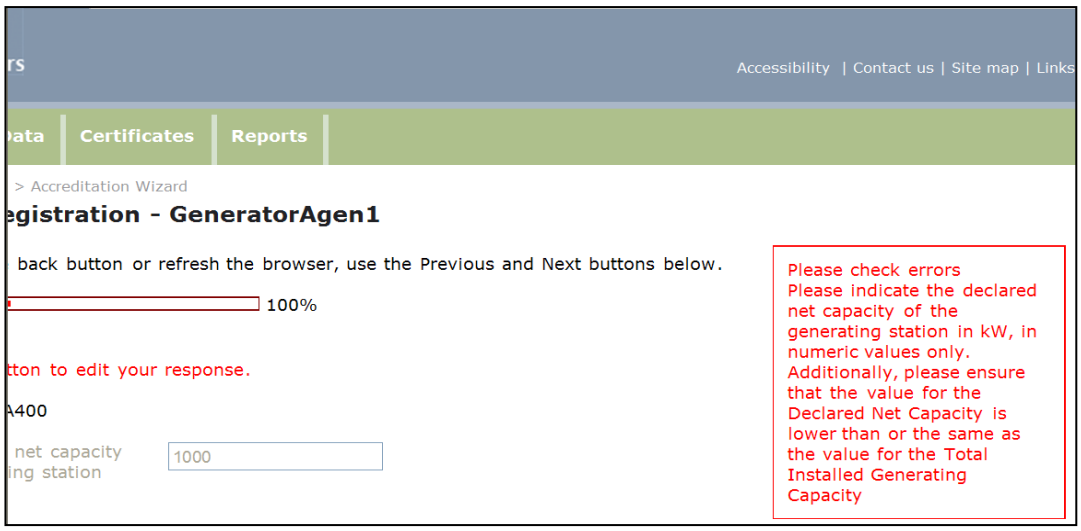
3.12. The 'Next>' button takes you to the next question in the sequence. The '<Previous' button takes you back to the previous question, and allows you to edit the previous answer, as shown below.


Accreditation Registration - Test Application
Please do not press the back button or refresh the browser, use the Previous and Next buttons below.
Your progress: 0% 100%
* is mandatory
Please click the edit button to edit your response.
Question Reference: QA201
Commissioning date of generating station? (dd/mm/yyyy) *
01/04/2013
< Previous
Next >
Edit
Cancel application
List all questions
Go to question
Print my questions

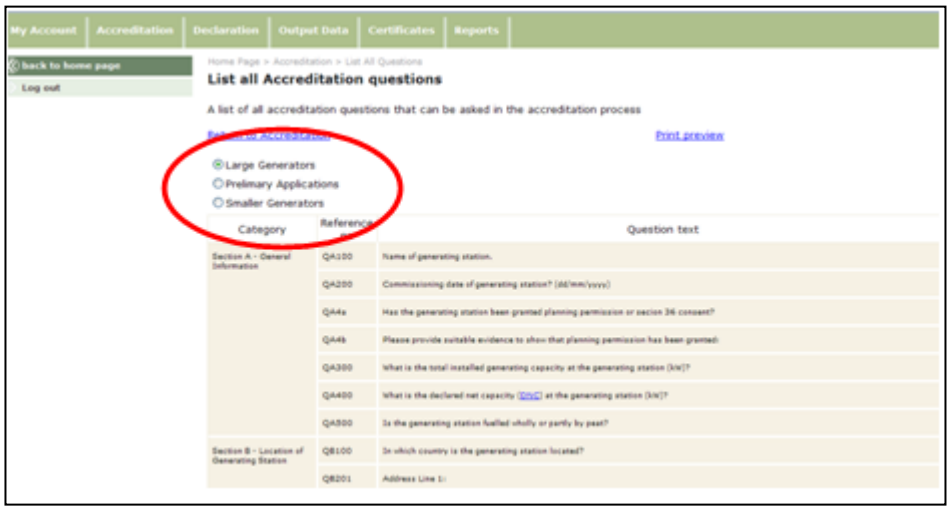

Accreditation Registration - Test Application
Please do not press the back button or refresh the browser, use the Previous and Next buttons below.
Your progress: 0% 100%
* is mandatory
You can now edit the value(s)
Please click the edit button to edit your response.
Question Reference: QA201
Commissioning date of generating station? (dd/mm/yyyy) *
01/05/2013
< Previous
Next >
Cancel application
List all questions
Go to question
Print my questions

3.13. Click on the 'Edit' button and insert or amend your answer, then click the 'Next>' button to continue through the application wizard. You may go back and edit answers at any point up to actually submitting the application.

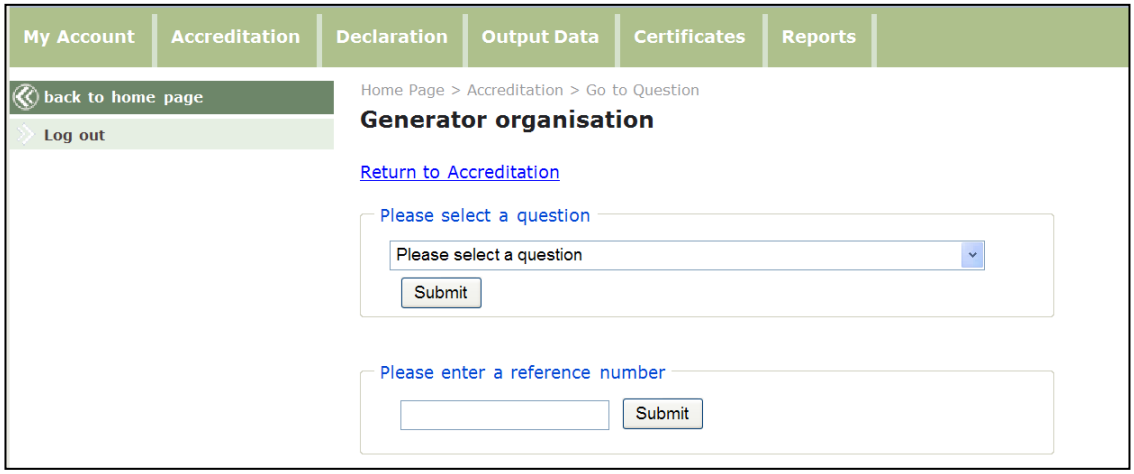
3.14. Changing answers can, however, have a knock-on effect. For example, if you entered a total installed capacity and a declared net capacity of 1000kW (question ref. QA301 and QA401), but then changed the total installed capacity to 900kW, you would also be required to change the declared net capacity, because the declared net capacity cannot be greater than the total installed capacity. If you do not amend the answer, you will receive an error message, as illustrated below. If such an error is displayed, you will need to go back and amend the related details before you can proceed.


Accessibility | Contact us | Site map | Links
Certificates
Reports
> Accreditation Wizard
back button or refresh the browser, use the Previous and Next buttons below.
100%
1000
Please check errors
Please indicate the declared net capacity of the generating station in kW, in numeric values only.
Additionally, please ensure that the value for the Declared Net Capacity is lower than or the same as the value for the Total Installed Generating Capacity

3.15. The 'List all questions' button, lists all the questions that are available in the accreditation wizard, as displayed below. You can select the 'Large Generator', 'Preliminary Application or 'Smaller Generator' radio buttons to view questions in that particular category. You can also opt to open a print preview of all of the questions, and print the list of questions. Please note that not all of these questions will be relevant to your application as some questions are specific to certain technology types. When using the accreditation wizard, only relevant questions will be asked.



3.16. The 'Go to Question' button may be used to select a question that you have previously answered from a drop down list or by typing in the question reference number, as shown below.

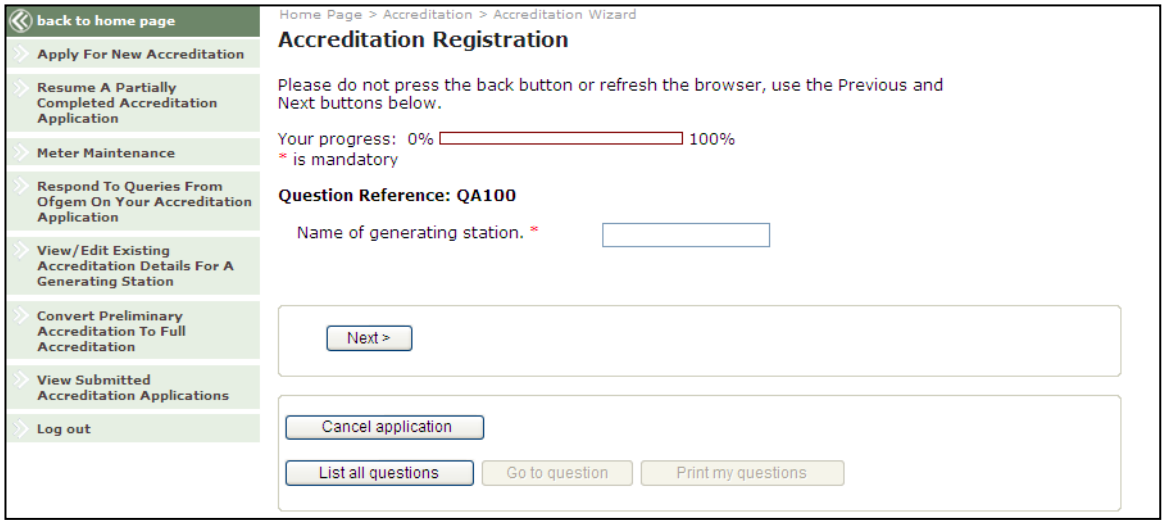


3.17. The 'Print my questions' button displays a list of all questions that you have answered so far in the Accreditation wizard. You can select the Print preview link and print the list of questions answered.

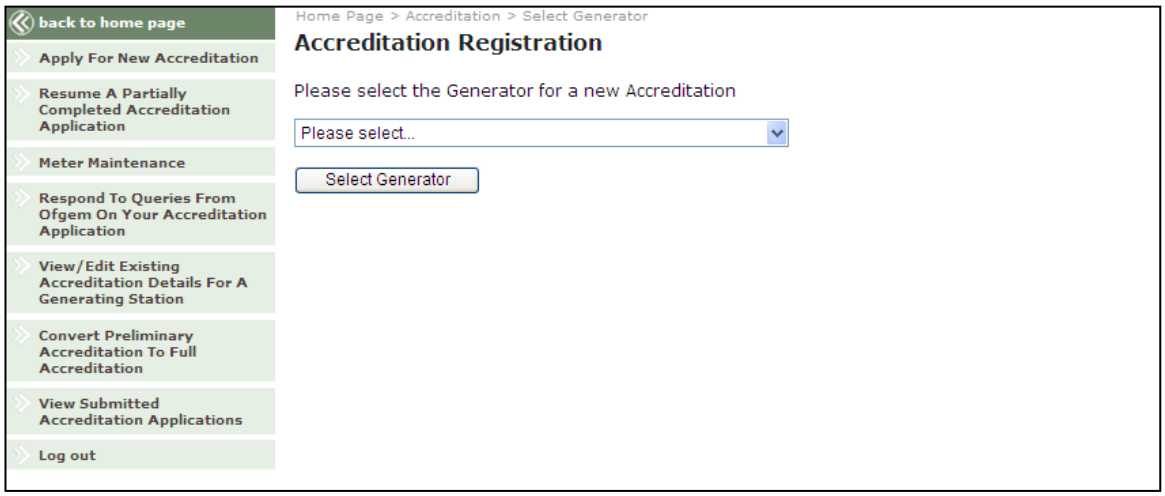
3.18. The 'Cancel application' button cancels and deletes the entire accreditation application for a generating station. Therefore, if you do this you will need to start the application again.

3.19. The first question displayed in the accreditation wizard asks for the name of the generating station. Enter the generating station name and click the 'Next' button. Please note that the generating station name must be unique,

for example if the Register already holds an application for 'Generating station 1', it will not be possible to enter 'Generating station 1'.


back to home page
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Meter Maintenance
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Log out
Home Page > Accreditation > Accreditation Wizard
Accreditation Registration
Please do not press the back button or refresh the browser, use the Previous and Next buttons below.
Your progress: 0% 100%
* is mandatory
Question Reference: QA100
Name of generating station. *
Next >
Cancel application
List all questions
Go to question
Print my questions

3.20. For an agent account, the agent will be prompted to select the Generator that they are representing, from a drop down list of all Generators registered, before the first question is displayed, as illustrated below.


back to home page
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Meter Maintenance
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Log out
Home Page > Accreditation > Select Generator
Accreditation Registration
Please select the Generator for a new Accreditation
Please select...
Select Generator

Resume A Partially Completed Accreditation Application

3.21. The 'Resume A Partially Completed Accreditation Application' menu option allows you to return to an application that they did not complete. You are returned to the last question that they answered in the partially compete accreditation application.

3.22. Select the menu option 'Resume A Partially Completed Accreditation Application', a screen listing all your partially complete accreditation

applications is displayed, as shown below. A task to resume a partially completed accreditation application, with a link to the screen below, will also be displayed on the account homepage.

My Account
Accreditation
Declaration
Output Data
Certificates
Reports
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Meter Maintenance
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Log out
Home Page
Renewables System
Welcome to the Ofgem Renewables and CHP IT System. You are logged in as [redacted] (generator organisation).
Current issue:
The Renewable and CHP Register is currently unable to register organisations with non-UK addresses; we are looking into getting this issue resolved as quickly as possible. If you have any queries regarding FIT Registrations, please email, fitregister@ofgem.gov.uk or for any RO Compliance queries, roccompliance@ofgem.gov.uk. We apologise for any inconvenience caused.
Tasks (Click on the relevant link to complete the task
You have partially completed accreditation applications

3.23. Select the 'view' link against the application that you wish to resume. Clicking this link will take you to the last question answered on the application wizard. Click 'Next' to continue through the wizard to complete the application.

Meter Maintenance

3.24. The 'Meter Maintenance' option, allows you to view meter details for a specific generator. If you would like to amend existing meter details or add a new meter, please use the 'View/Edit Existing Details for a Generating Station' option. Details of how to do this are outlined later in this chapter.

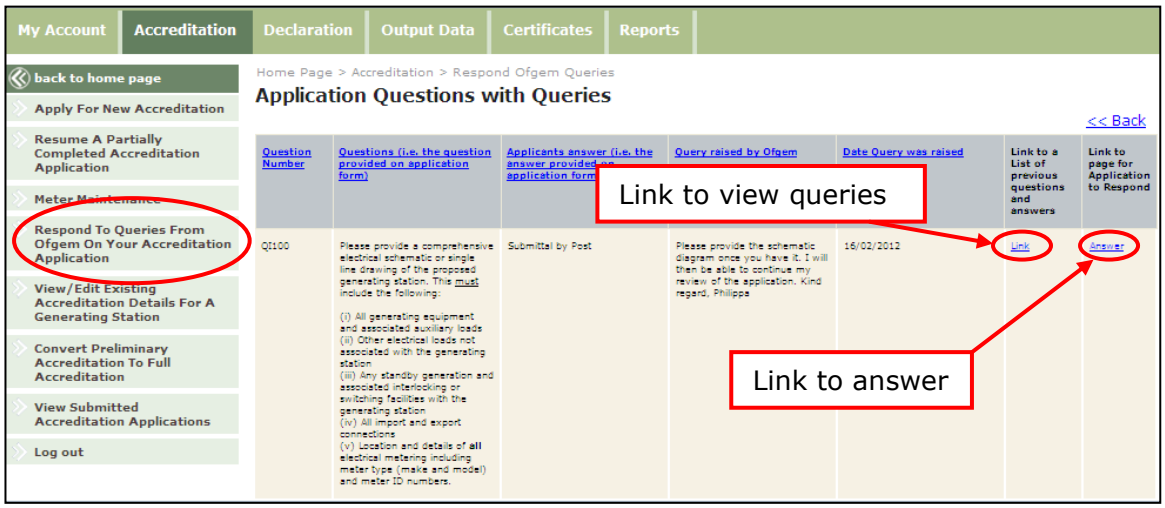
Respond To Queries From Ofgem On Your Accreditation Application

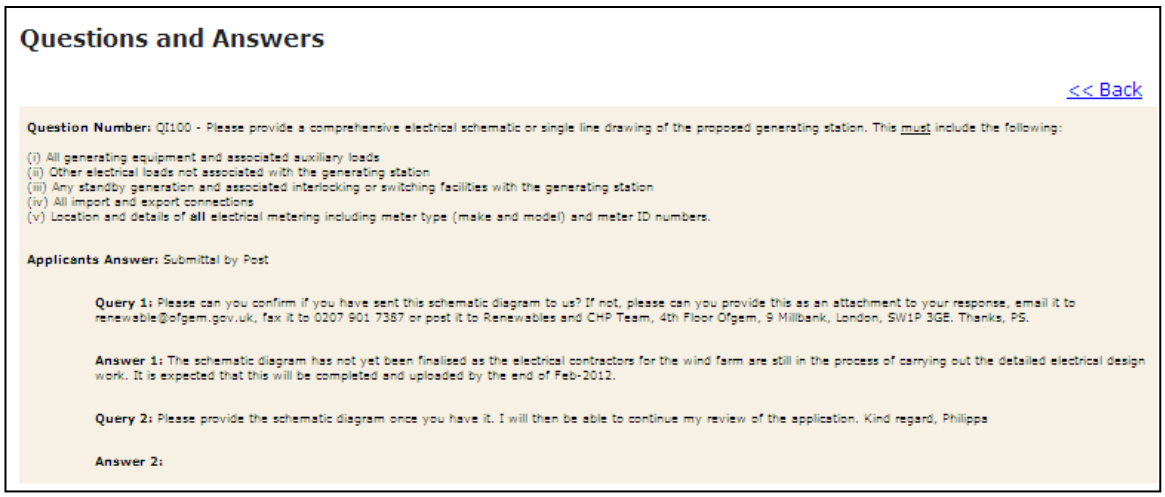
3.25. Once an accreditation application has been submitted and declarations have been made, it becomes available to Ofgem for review. During the review, it is likley that we will rasie with the applicant in relation to the submitted application. These queries may be requests to edit an answers, provide more information or an additional query, which requires a response.

3.26. You (Agent/Generator) will be able to respond to Ofgem's queries by using the 'Respond To Queries From Ofgem On Your Accreditation Application' menu option.

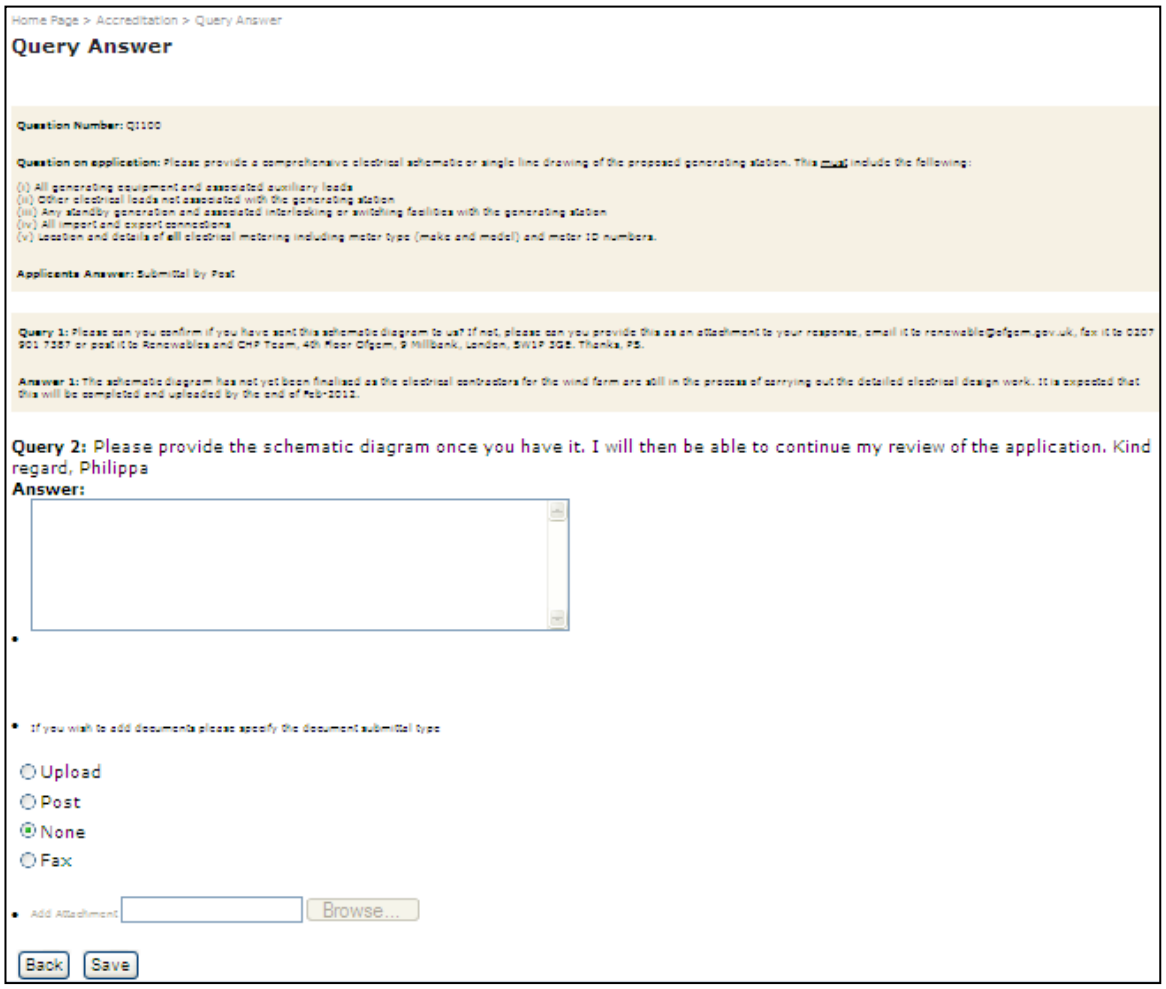
3.27. Select the 'View' link against a particular station's application to view a list of all queries raised in relation to that station's application, as shown below.

3.28. Click the 'View' link against a particular question to see the history of queries raised and answers provided for that question in the application.


My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Meter Maintenance
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Log out
Home Page > Accreditation > Respond Ofgem Queries
Application Questions with Queries
<< Back
Question Number
Questions (i.e. the question provided on application form)
Applicants answer (i.e. the answer provided on application form)
Query raised by Ofgem
Date Query was raised
Link to a List of previous questions and answers
Link to page for Application to Respond
QI100
Please provide a comprehensive electrical schematic or single line drawing of the proposed generating station. This must include the following:
(i) All generating equipment and associated auxiliary loads
(ii) Other electrical loads not associated with the generating station
(iii) Any standby generation and associated interlocking or switching facilities with the generating station
(iv) All import and export connections
(v) Location and details of all electrical metering including meter type (make and model) and meter ID numbers.
Submittal by Post
Please provide the schematic diagram once you have it. I will then be able to continue my review of the application. Kind regard, Philippa
16/02/2012
Link
Answer
Link to view queries
Link to answer


Questions and Answers
<< Back
Question Number: QI100 - Please provide a comprehensive electrical schematic or single line drawing of the proposed generating station. This must include the following:
(i) All generating equipment and associated auxiliary loads
(ii) Other electrical loads not associated with the generating station
(iii) Any standby generation and associated interlocking or switching facilities with the generating station
(iv) All import and export connections
(v) Location and details of all electrical metering including meter type (make and model) and meter ID numbers.
Applicants Answer: Submittal by Post
Query 1: Please can you confirm if you have sent this schematic diagram to us? If not, please can you provide this as an attachment to your response, email it to renewable@ofgem.gov.uk, fax it to 0207 901 7387 or post it to Renewables and CHP Team, 4th Floor Ofgem, 9 Millbank, London, SW1P 3GE. Thanks, PS.
Answer 1: The schematic diagram has not yet been finalised as the electrical contractors for the wind farm are still in the process of carrying out the detailed electrical design work. It is expected that this will be completed and uploaded by the end of Feb-2012.
Query 2: Please provide the schematic diagram once you have it. I will then be able to continue my review of the application. Kind regard, Philippa
Answer 2:

3.29. The applicant will be required to click on the 'answer' link to respond to queries raised and has the option to upload/post/fax additional information, as displayed below.


Home Page > Accreditation > Query Answer
Query Answer
Question Number: Q1100
Question on application: Please provide a comprehensive electrical schematic or single line drawing of the proposed generating station. This must include the following:
(i) All generating equipment and associated auxiliary loads
(ii) Other electrical loads not associated with the generating station
(iii) Any standby generation and associated interlocking or switching facilities with the generating station
(iv) All import and export connections
(v) Location and details of all electrical metering including meter type (make and model) and meter ID numbers.
Applicants Answer: Submittal by Post
Query 1: Please can you confirm if you have sent this schematic diagram to us? If not, please can you provide this as an attachment to your response, email it to renewables@ofgem.gov.uk, fax it to 0207 901 7357 or post it to Renewables and CHP Team, 4th Floor Ofgem, 9 Millbank, London, SW1P 3GE. Thanks, PS.
Answer 1: The schematic diagram has not yet been finalised as the electrical contractors for the wind farm are still in the process of carrying out the detailed electrical design work. It is expected that this will be completed and uploaded by the end of Feb-2012.
Query 2: Please provide the schematic diagram once you have it. I will then be able to continue my review of the application. Kind regard, Philippa
Answer:
If you wish to add documents please specify the document submittal type
Upload
Post
None
Fax
Add Attachment
Browse...
Back
Save

3.30. Once all queries have been answered, you should submit your responses to Ofgem and, where necessary amend and re-submit the application.

3.31. If the query requires you to edit your application, you must first answer all of the queries and take note of the question reference numbers that you need to amend. Once this is done, save the answers to the queries and on the next page click 'Edit My Application'. This will enable you to navigate to the relevant questions to make your changes before submission.

3.32. Once you have made the changes go through all the questions until you reach the end of the application. Click 'resubmit my application' and preview the changes made. You will then have the option of either 'submitting the response' (this will submit both your query responses and the amended application to us for review) or return back into the application to make further changes. Once you complete all the relevant changes you will need to submit the response to us before the application review can continue.

QG220	Is this electricity deducted prior to the meter used for certificate claim purposes i.e. net metering?	Yes	
QG300	Does the generating station have a fossil fuel auxiliary or standby generator?	No	
QH301	Transmission Network Operator?	No	
QH302	Distribution Network Operator?	Yes	
QH303	Other network operator, please specify?		
QH400	Please state the network operator with whom you have a connection agreement:	[redacted]	[redacted]
QH500	What is the capacity of the connection in KW?	73	90
QI100	Please provide a comprehensive electrical schematic or single line drawing of the generating station. This must include the following: (i) All generating equipment and associated auxiliary loads (ii) Other electrical loads not associated with the generating station (iii) Any standby generation and associated interlocking or switching facilities with the generating station (iv) All import and export connections (v) Location and details of **all** electrical metering including meter type (make and model) and meter ID numbers. Please note that if eligible for both Feed in Tariffs (FITs) and the Renewables Obligation (RO), this is a one-time choice of schemes and once accredited you may not choose to transfer to the other scheme.	[redacted]	[redacted]

If any of these answers are different to those provided on the application, please click on 'Edit My Application' and amend application.

Edit My Application | Submit Response

View/Edit Existing Accreditation Details For A Generating Station

3.33. The 'View/Edit Existing Accreditation Details' menu option allows you (Agent/Generator) to View/Edit accreditation details for generating stations that have already been accredited by Ofgem.

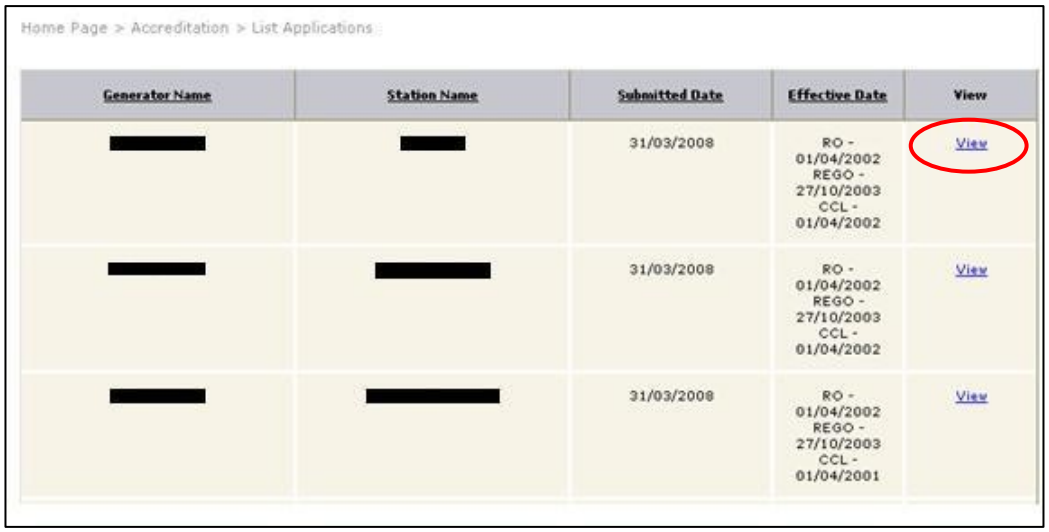
3.34. If you need to amend your existing accreditation then Ofgem will be required to review any changes made to an accredited generating station before the changes can be approved and applied to that generating station on the Register. While the amended accreditation is being reviewed any data submissions will be suspended.

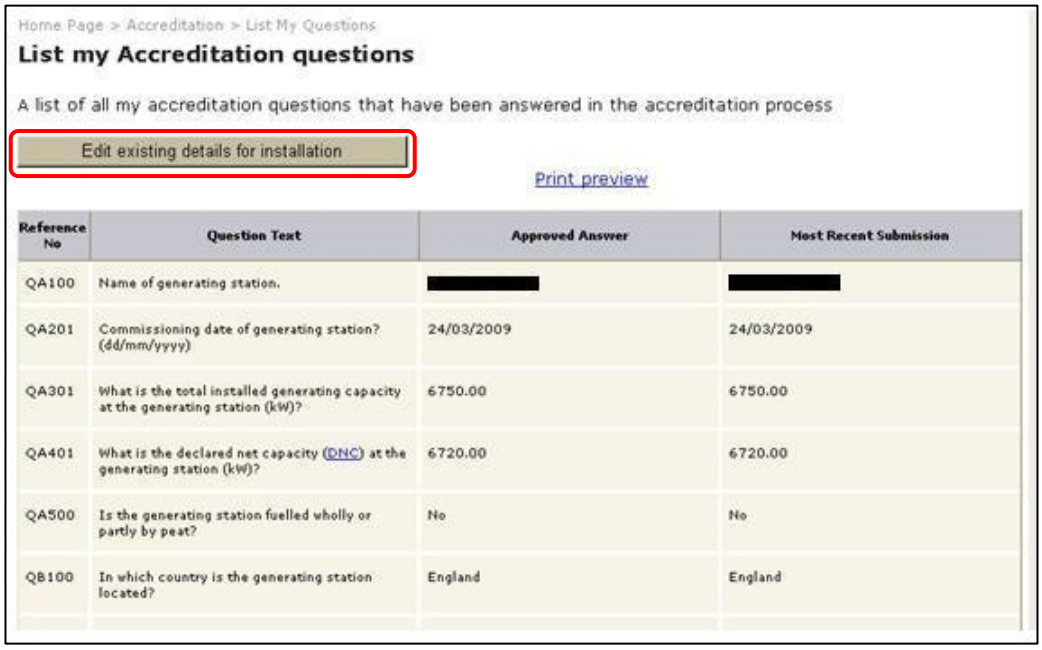
3.35. Please note, that some answers cannot be edited, such as QA100 – Name of generating station and the QC210 - Technology used at the generating station.

3.36. When editing an existing application you can add additional capacity by increasing the TIC and DNC on questions QA301 and QA401 and then updating the capacity grid on question QC237. Please note that only one set of additional capacity can be added per amended application.

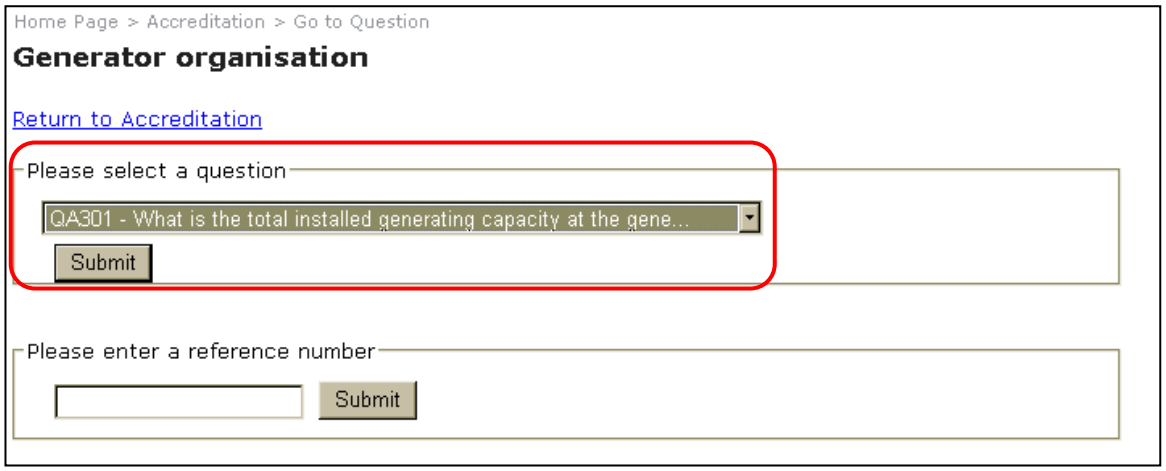
3.37. If the combined total of the original and additional capacity has changed since the original application was made you must go back to the initial TIC and DNC questions and amend the answers to reflect this before you add the 'New Capacity' on question QC237.

3.38. To add additional capacity, click on 'View/Edit Existing Application' and then select the application that you wish to edit by clicking 'View'. Click 'Edit Application'.





3.39. Use the 'Go to Question' to navigate to QA301 to amend the TIC. You will then need to click 'Next' to get to QA401 and amend the DNC. You must then go through all of the subsequent application questions by clicking 'Next' and confirm or amend the answer to each question again.


Home Page > Accreditation > Go to Question
Generator organisation
Return to Accreditation
Please select a question
QA301 - What is the total installed generating capacity at the gene...
Submit
Please enter a reference number
Submit

3.40. When you get to QC237 you can update the table to reflect the additional capacity by clicking 'Edit' and then 'New Capacity'. Please note, that the combined total of the original and additional capacity cannot be greater than the values provided in the initial questions of the accreditation wizard.

Accreditation Registration - UAT PV 2015 1

Please do not press the back button or refresh the browser, use the Previous and Next buttons below.

Your progress: 0% 100%
* is mandatory

You can now edit the value(s)
Please click the edit button to edit your response.

Question Reference: QC237

For new accreditation applications please ensure that the information entered below represents the total installed capacity and declared net capacity of the generating station. 'Update' must then be selected before you can progress. If you have returned to this question during your initial application, you can amend capacity values by firstly selecting the 'Edit' option, making the required changes, then selecting the 'Update' option to confirm the changes.

For stations already accredited where the application is being amended, you can add additional capacity by selecting the 'New Capacity' option, or reduce existing capacity that has already been approved by selecting the 'Edit' option against the capacity. Note that only one piece of additional capacity can be added per amended application.

For preliminary applications that are being amended, capacity can be both reduced AND increased by using the 'Edit' option against the capacity up until the point at which the preliminary application is converted to full.

Commissioning Date (dd/mm/yyyy)	Installed Capacity (kW)	Declared Net Capacity (kW)	Capacity Type	Date Created	Date Last Modified	
01/04/2015	30000.000	20000.000	Original	02/10/2015		Edit
Total for Capacity Type	**30000.000**	**20000.000**				
01/04/2016	30000.000	20000.000	Additional 1	02/10/2016		Edit
Total for Capacity Type	**30000.000**	**20000.000**				
Overall Total	**60000.000**	**40000.000**				

New Capacity

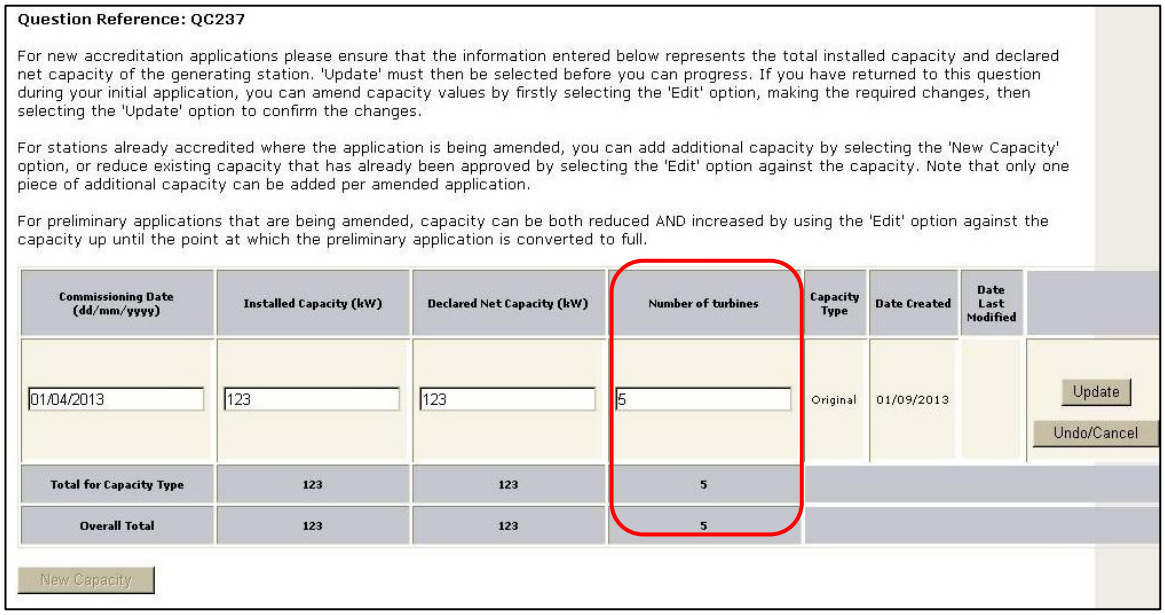
Commissioning Date (dd/mm/yyyy)	Installed Capacity (kW)	Declared Net Capacity (kW)	Capacity Type	Date Created	Date Last Modified	
24/03/2009	6750.000	6720.000	Original	30/01/2009		Edit
Total for Capacity Type	**6750.000**	**6720.000**				
20/05/2012	1000	998		12/08/2012		Update Undo/Cancel
Total for Capacity Type	**0**	**0**				
Overall Total	**6750.000**	**6720.000**				

New Capacity

3.41. When you have entered your changes, click the 'Update' button to save the information. You will then need to continue through the subsequent questions to confirm the previously entered details. If any additional questions are triggered upon changing the capacity you will also be able to provide answers to these.

3.42. For applications with preliminary accreditation, the original capacity can be increased and reduced up until the point at which full accreditation is granted.

3.43. Offshore Wind generating stations also need to enter the number of turbines in the table for question QC237.



Question Reference: QC237

For new accreditation applications please ensure that the information entered below represents the total installed capacity and declared net capacity of the generating station. 'Update' must then be selected before you can progress. If you have returned to this question during your initial application, you can amend capacity values by firstly selecting the 'Edit' option, making the required changes, then selecting the 'Update' option to confirm the changes.

For stations already accredited where the application is being amended, you can add additional capacity by selecting the 'New Capacity' option, or reduce existing capacity that has already been approved by selecting the 'Edit' option against the capacity. Note that only one piece of additional capacity can be added per amended application.

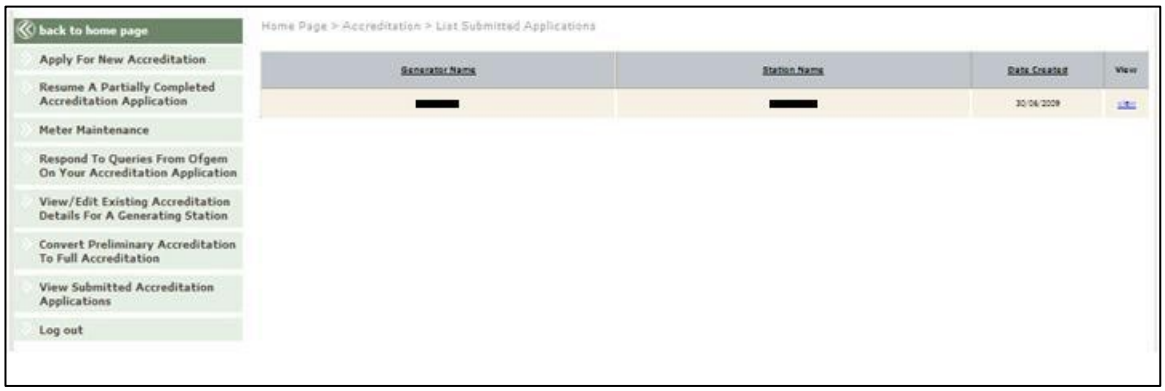
For preliminary applications that are being amended, capacity can be both reduced AND increased by using the 'Edit' option against the capacity up until the point at which the preliminary application is converted to full.

Commissioning Date (dd/mm/yyyy)	Installed Capacity (kW)	Declared Net Capacity (kW)	Number of turbines	Capacity Type	Date Created	Date Last Modified	
01/04/2013	123	123	5	Original	01/09/2013		Update / Undo/Cancel
Total for Capacity Type	123	123	5				
Overall Total	123	123	5				

New Capacity

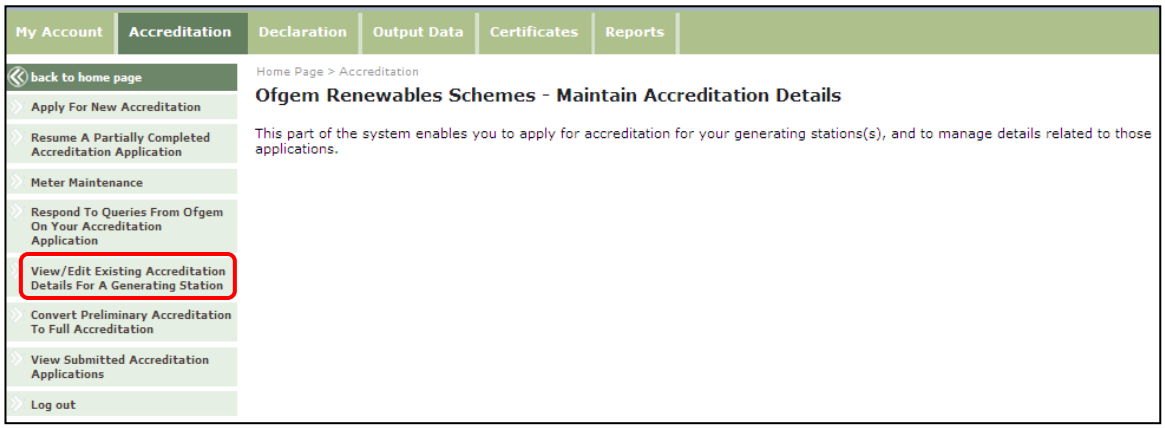
View Submitted Accreditation Applications

3.44. The 'View Submitted Accreditation Applications' menu option lists all your submitted applications that are in review by Ofgem. You will be able to select a submitted accreditation application by clicking on the 'view' link to view a read only version of the application.


back to home page
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Meter Maintenance
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Log out
Home Page > Accreditation > List Submitted Applications
Generator Name
Station Name
Date Created
View

Convert Preliminary Accreditation to Full Accreditation

3.45. Where a station is yet to commission (and is more than 2 months away from commissioning) the RO register allows you to apply for preliminary accreditation under the RO. In circumstances where a station was granted preliminary accreditation, once the station is within 2 months of commissioning the preliminary accreditation can be converted to accreditation ('full accreditation') though the 'Convert Preliminary Accreditation To Full Accreditation' functionality of the Register.

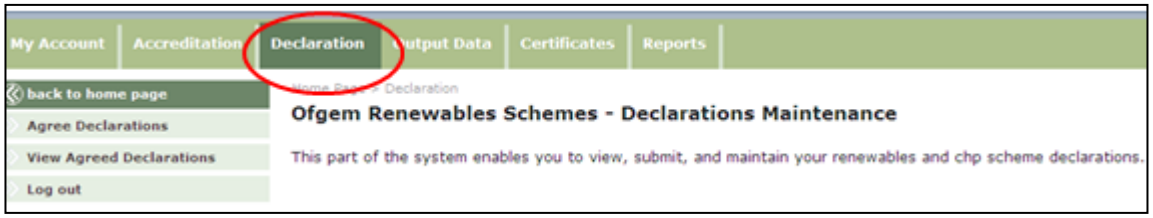

My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Apply For New Accreditation
Resume A Partially Completed Accreditation Application
Meter Maintenance
Respond To Queries From Ofgem On Your Accreditation Application
View/Edit Existing Accreditation Details For A Generating Station
Convert Preliminary Accreditation To Full Accreditation
View Submitted Accreditation Applications
Log out
Home Page > Accreditation
Ofgem Renewables Schemes - Maintain Accreditation Details
This part of the system enables you to apply for accreditation for your generating stations(s), and to manage details related to those applications.

3.46. This functionality will then take you through the process of amending your application to update any information and answer any unanswered or additional questions. You will then need to submit your application and sign any outstanding declarations.

3.47. Upon submitting your application, it will be sent to Ofgem for review. Your application will then follow the same process previously explained in this chapter for new and amended applications.

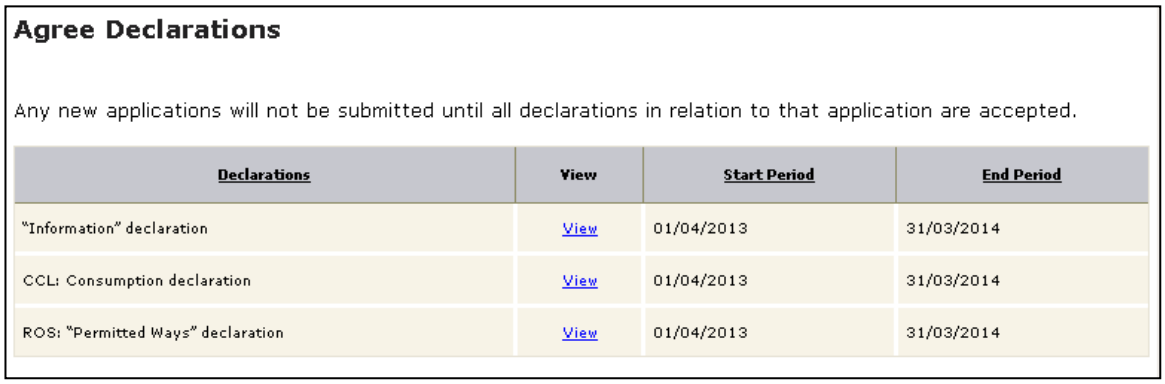
4.Declarations

4.1. The 'Declaration' section on the horizontal menu bar on your account homepage, enables an authorised signatory, i.e. the super user, to view and agree the relevant annual declarations in respect of the renewable schemes. The authorised signatory is the only user that has access to this section of the Register. It is therefore important that the super user reads all declarations and understands the implications of not complying with them.



Agree Declarations

4.2. To agree pending renewable scheme declarations, click on the 'Agree Declarations' menu option. The task list on your account homepage will notify you of any pending declarations. You can also click on the task on your account homepage to take you straight to the 'Agree Declaration' screen.



4.3. Click the 'View' link on the 'Agree Declaration' screen to read the declaration. You can also use the 'print view' button to print off a copy of the declaration. It is very important that you view and read each declaration before you sign it. Submitting the declaration indicates that you have read and agreed to the declaration.

4.4. Select the Declaration you wish to agree/sign by clicking on the checked box next to the Declaration or click on the 'Select All' box, if you wish to agree all pending declarations, and click on 'Submit ticked declarations'.

4.5. To confirm your submission, you will need to enter your username and password. Once confirmed, you can click the 'Back' button to return to the Declaration page or 'Continue' button to return to your account homepage.

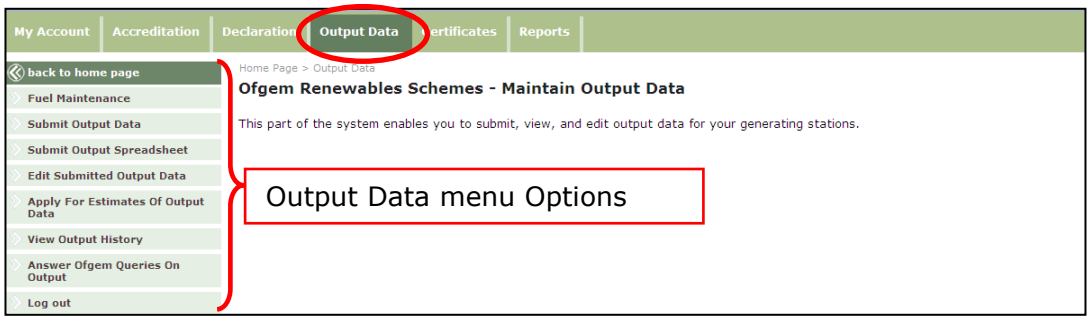
View Agreed Declarations

4.6. You can click the 'View Agreed Declarations' menu option to view a list of all previously agreed declarations.

4.7. It is important to note that certificates will not be issued in respect of electricity generated by an accreditded station if declarations have not been agreed for the relevant scheme(s). Also, for new accreditation applications, the application will not be submitted to Ofgem for review until all declarations for that station have been made. In this instance, the application will remain in the generator's account and Ofgem will not have sight of it.

5.Output Data

5.1. The 'Output Data' section on the horizontal menu bar on your account homepage, enables you to submit output data, upload output spreadsheets, edit submitted output data, apply for estimates of output data, view output history, and answer Ofgem queries on output. This chapter explains each of these functions and is separated into two sections - Output Data for Non-Fuelled Generating Stations and Output Data for Fuelled Generating Stations. The 'Output Data' section is only available to Generators and Agents.



5.2. You should not wait for accreditation to be granted before you start to submit output data to Ofgem. Certificates, however, will not be issued into your account until accreditation has been granted in respect of an application that has been made to us. The ROC and Renewable LEC certificate issue schedule can be found on the Ofgem website at: http://www.ofgem.gov.uk/Sustainability/Environment/RenewablObl/Pages/RenewablObl.aspx

5.3. Also, please note that if your application is being amended, your output data submission will be suspended. Once the amended application has been approved, the data will then need to be reviewed by Ofgem before certificates can be issued.

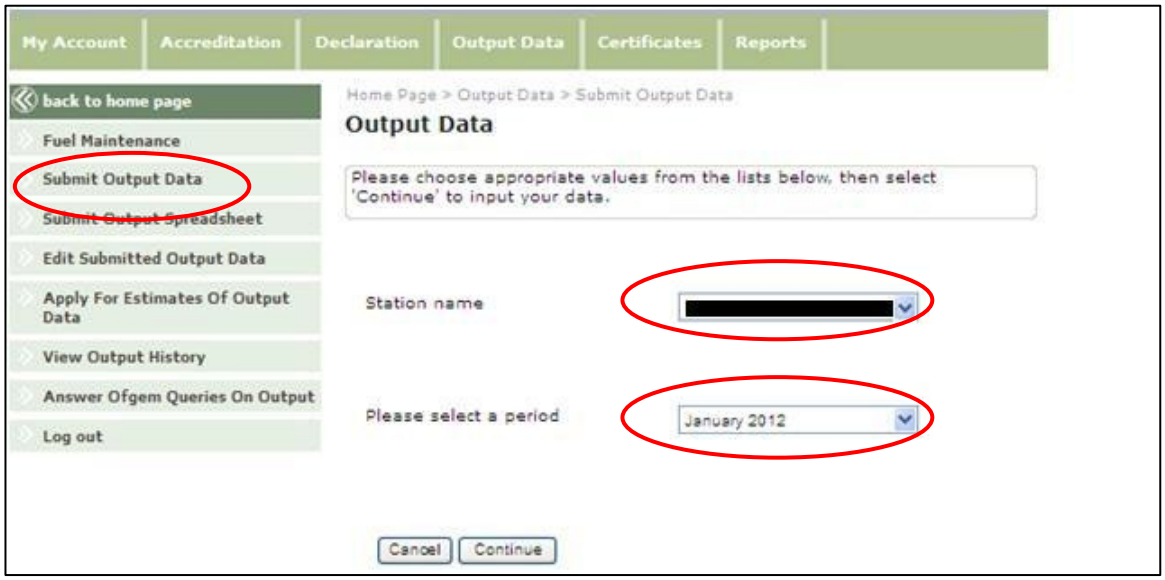
5.4. Output data submission periods are made available for the previous month, once the month has ended. For example, if the current date is June 2013, then May 2013 and previous months will be available for submission.

5.5. For both fuelled and non-fuelled stations, you will be required to provide electrical output and, where appropriate, input data. For example, under the RO scheme, operators are obliged to provide gross generation and input electricity information by the end of the second month after the month of generation. The Register has an array of fields and drop-down menus to cater for the different scenarios that may arise at generating stations.

Output Data for Non-Fuelled Generating Stations

Submit Output Data

5.6. The 'Submit Output Data' menu option displays the screen below. Select a generating station from the drop down box and select the submission period.



5.7. Click 'Continue' and enter output figures for the generating station. Certain fields on this screen will be populated with information provided during accreditation. For example, meter serial numbers, accreditation ID etc.

Output data for period: April 2013

Please complete all the relevant fields. Instructions are available on our website: www.ofgem.gov.uk
* fields are mandatory

Enter non-half hourly or estimated data

Generating Station Details

Generating Station Name	[redacted]
RO Accreditation ID	[redacted]
CCL Accreditation ID	[redacted]
REGO Accreditation ID	[redacted]

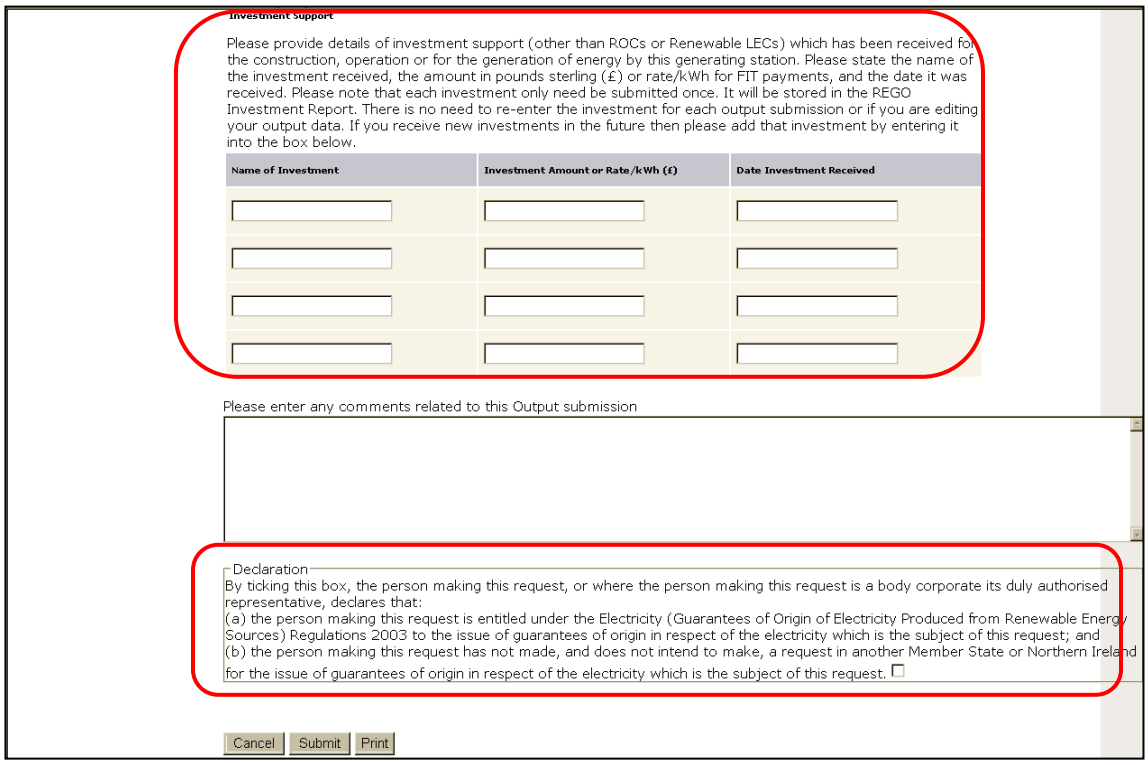
Electricity produced

	kWh generated	MPAN/Meter serial number
Total quantity of electricity produced *	0	xxxxxxxxxxxx; xxxxxxxxxxxx; xxxxxxxxxxxx; xxxxxxxxxxxx

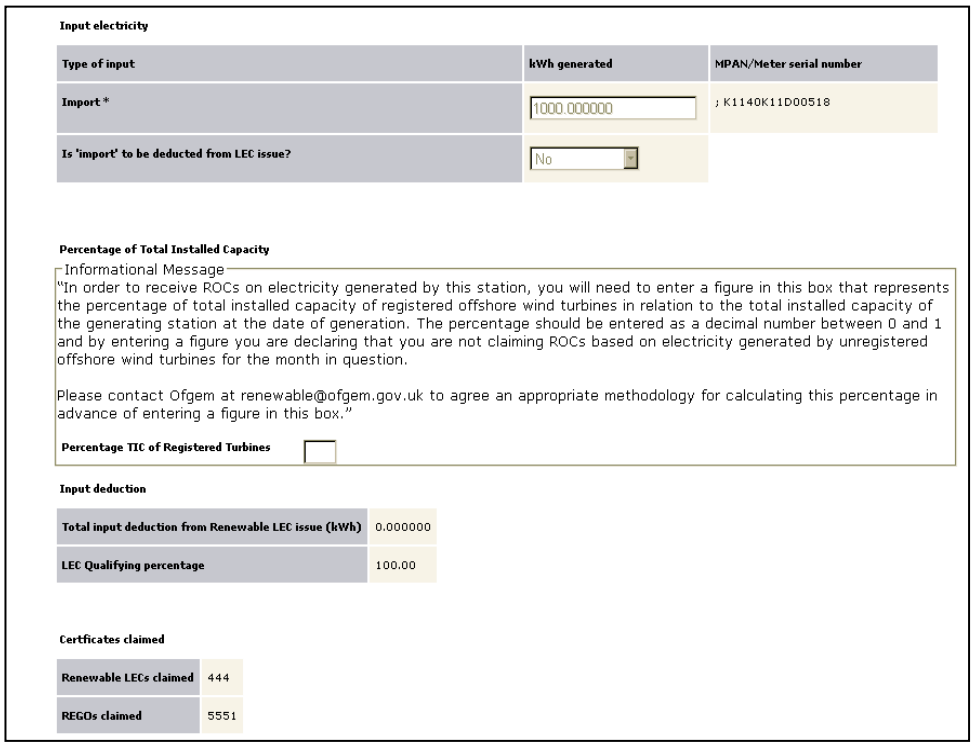
Output

Type of eligible output	kWh generated	MPAN/Meter serial number
Please select	0.000000	xxxxxxxxxxxx; xxxxxxxxxxxx; xxxxxxxxxxxx

5.8. REGO accredited stations are required to enter details under the 'Investment Support' section of the Output Data page. The declaration below must also be read and made by ticking the box shown below.


Investment Support
Please provide details of investment support (other than ROCs or Renewable LECs) which has been received for the construction, operation or for the generation of energy by this generating station. Please state the name of the investment received, the amount in pounds sterling (£) or rate/kWh for FIT payments, and the date it was received. Please note that each investment only need be submitted once. It will be stored in the REGO Investment Report. There is no need to re-enter the investment for each output submission or if you are editing your output data. If you receive new investments in the future then please add that investment by entering it into the box below.
Name of Investment
Investment Amount or Rate/kWh (£)
Date Investment Received
Please enter any comments related to this Output submission
Declaration
By ticking this box, the person making this request, or where the person making this request is a body corporate its duly authorised representative, declares that:
(a) the person making this request is entitled under the Electricity (Guarantees of Origin of Electricity Produced from Renewable Energy Sources) Regulations 2003 to the issue of guarantees of origin in respect of the electricity which is the subject of this request; and
(b) the person making this request has not made, and does not intend to make, a request in another Member State or Northern Ireland for the issue of guarantees of origin in respect of the electricity which is the subject of this request.
Cancel
Submit
Print

5.9. Offshore wind generating stations will be required to enter a percentage which represents the total installed capacity of the Registered turbines in relation to the total installed capacity of the generating station in that month. Before entering a percentage into the box the operator will need to agree a methodology with Ofgem as to how this figure will be calculated.


Input electricity
Type of input
kWh generated
MPAN/Meter serial number
Import *
1000.000000
; K1140K11D00518
Is 'import' to be deducted from LEC issue?
No
Percentage of Total Installed Capacity
Informational Message
"In order to receive ROCs on electricity generated by this station, you will need to enter a figure in this box that represents the percentage of total installed capacity of registered offshore wind turbines in relation to the total installed capacity of the generating station at the date of generation. The percentage should be entered as a decimal number between 0 and 1 and by entering a figure you are declaring that you are not claiming ROCs based on electricity generated by unregistered offshore wind turbines for the month in question.
Please contact Ofgem at renewable@ofgem.gov.uk to agree an appropriate methodology for calculating this percentage in advance of entering a figure in this box."
Percentage TIC of Registered Turbines
Input deduction
Total input deduction from Renewable LEC issue (kWh)
0.000000
LEC Qualifying percentage
100.00
Certficates claimed
Renewable LECs claimed
444
REGOs claimed
5551

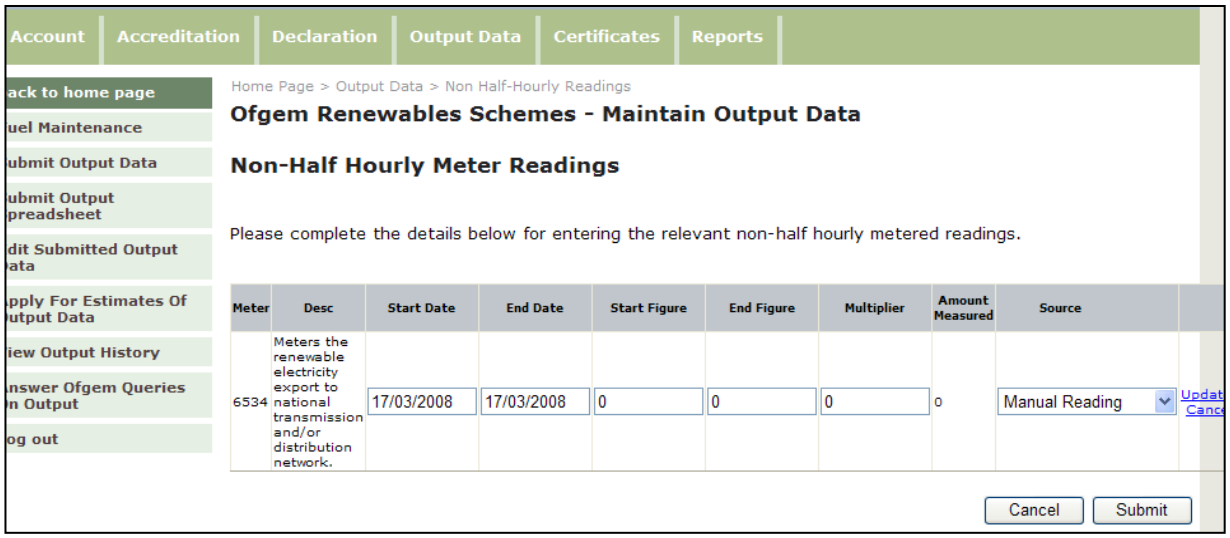
5.10. The 'Percentage TIC of Registered Turbines' field will only appear if:

(1) the station is an 'offshore wind' station

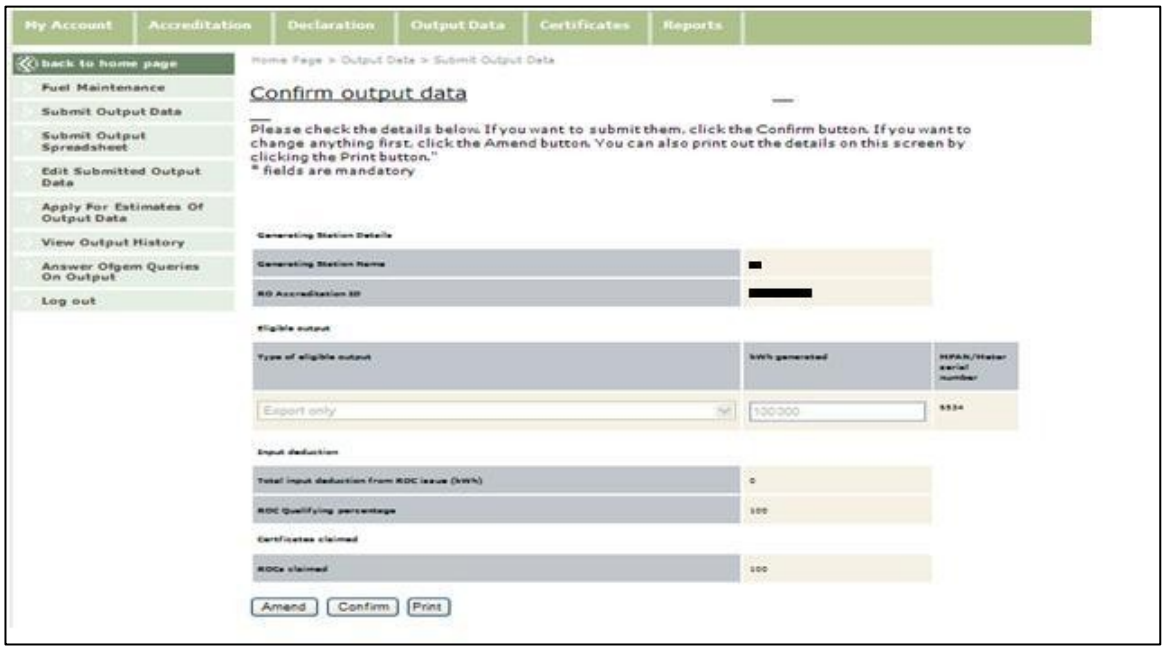
(2) the station has been accredited or has added additional capacity on or after 1 April 2011.

Enter non-half hourly or estimated data

5.11. For generating stations using non-half hourly meters to measure their output or using estimated output, you will be required to click on the 'Non-Half Hourly Meter Readings' button and enter details of meter reads or estimated output. Click on the 'Submit' button to return to the output data screen. Please note, you should not submit estimated dated until your request for estimated data has been approved.Details of how to apply for estimated data are outlined later in this chapter.



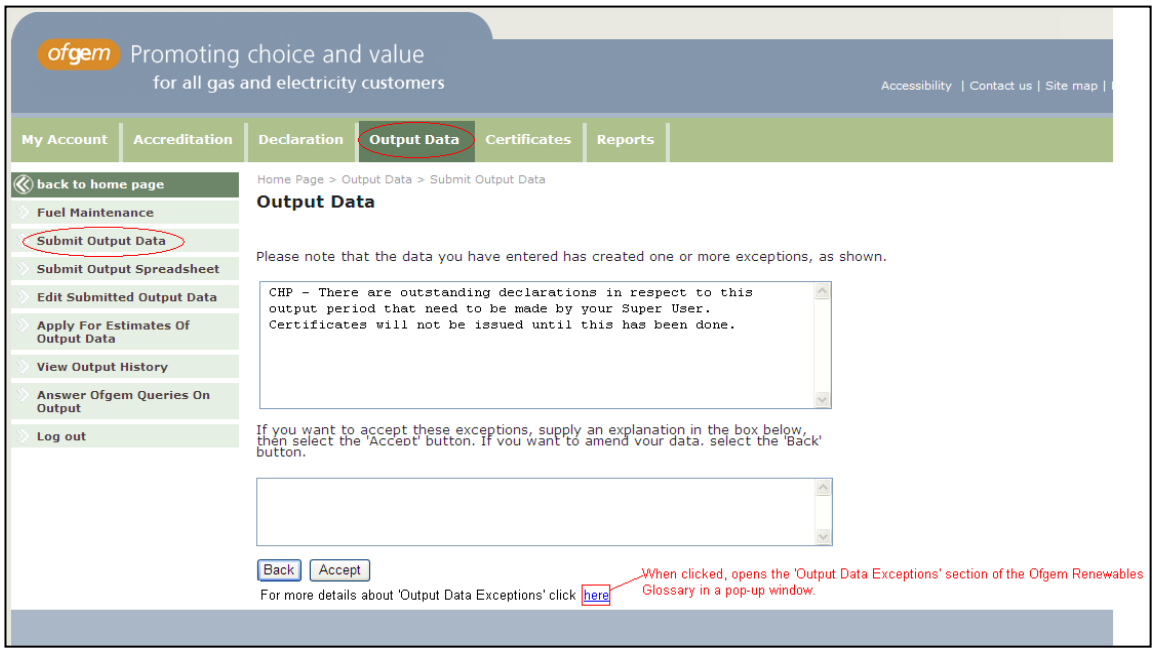
5.12. When you click submit on the output data screen, you are asked to confirm the Output data, as displayed below.

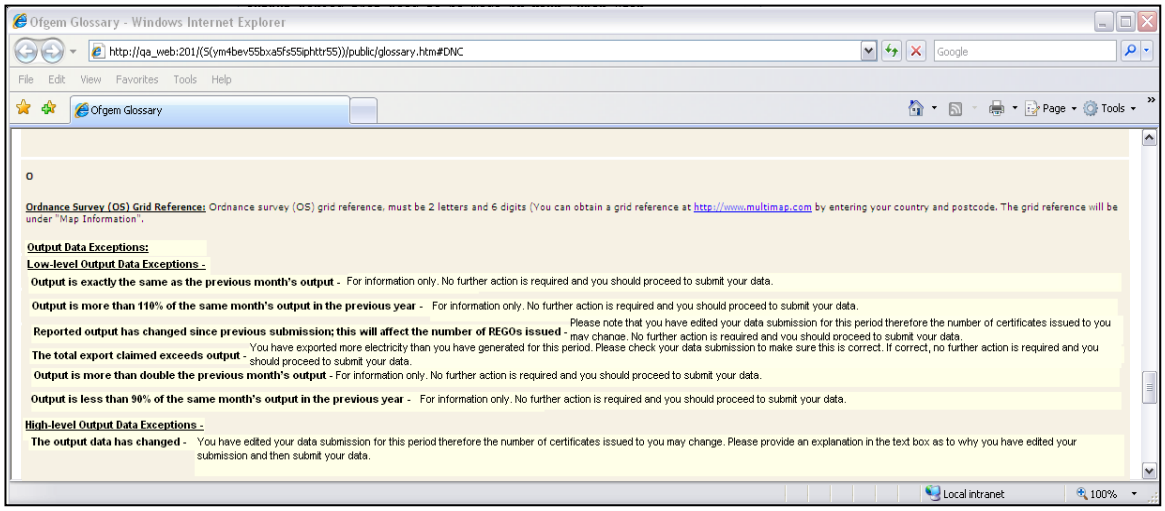

My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Fuel Maintenance
Submit Output Data
Submit Output Spreadsheet
Edit Submitted Output Data
Apply For Estimates Of Output Data
View Output History
Answer Ofgem Queries On Output
Log out
Confirm output data
Please check the details below. If you want to submit them, click the Confirm button. If you want to change anything first, click the Amend button. You can also print out the details on this screen by clicking the Print button."
* fields are mandatory
Amend
Confirm
Print

5.13. Check your output details and either click on 'Amend' to change output data or on 'Confirm' to submit the data. Once you click on 'Confirm', you will be prompted to enter your username and password.

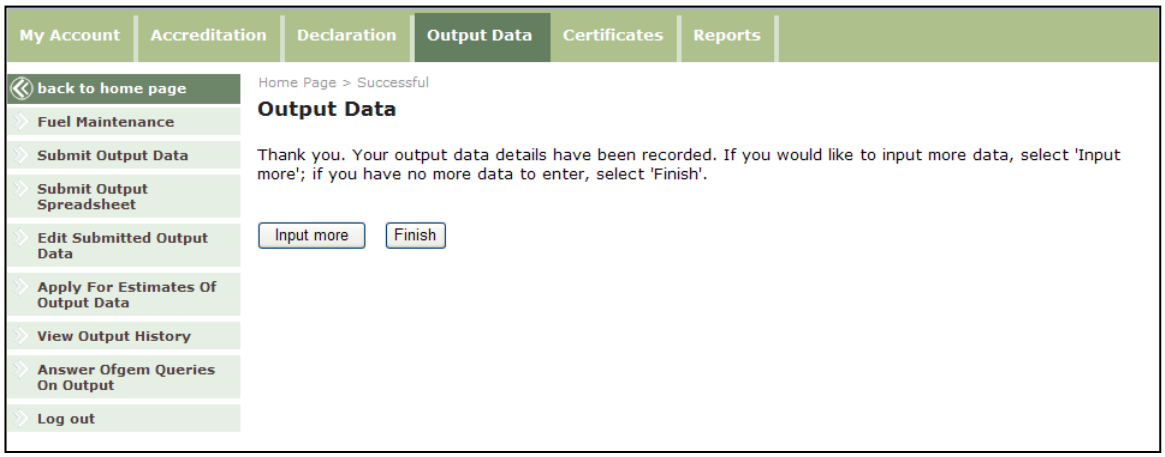
5.14. In certain circumstances, (e.g. a data submission that has been made after the two month deadline) you will receive an exception message, as displayed below. If you 'accept' the exception, you must write a brief explanation in the comment box. Alternatively, you could click on 'back' and amend the data, if you realise data has been entered incorrectly. Explanations should be clear and, if necessary, additional information, such as half hourly meter data, should be emailed to renewable@ofgem.gov.uk.

5.15. Explanations do not need to be provided for 'low priority' exceptions and therefore no text box will be provided. There is a hyperlink at the bottom of the page which links to an exceptions glossary. This provides information on what the exceptions mean and what action, if any, needs to be taken.


ofgem
Promoting choice and value
for all gas and electricity customers
Accessibility | Contact us | Site map |
My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Fuel Maintenance
Submit Output Data
Submit Output Spreadsheet
Edit Submitted Output Data
Apply For Estimates Of Output Data
View Output History
Answer Ofgem Queries On Output
Log out
Home Page > Output Data > Submit Output Data
Output Data
Please note that the data you have entered has created one or more exceptions, as shown.
CHP - There are outstanding declarations in respect to this output period that need to be made by your Super User. Certificates will not be issued until this has been done.
If you want to accept these exceptions, supply an explanation in the box below, then select the 'Accept' button. If you want to amend your data, select the 'Back' button.
Back
Accept
For more details about 'Output Data Exceptions' click here
When clicked, opens the 'Output Data Exceptions' section of the Ofgem Renewables Glossary in a pop-up window.

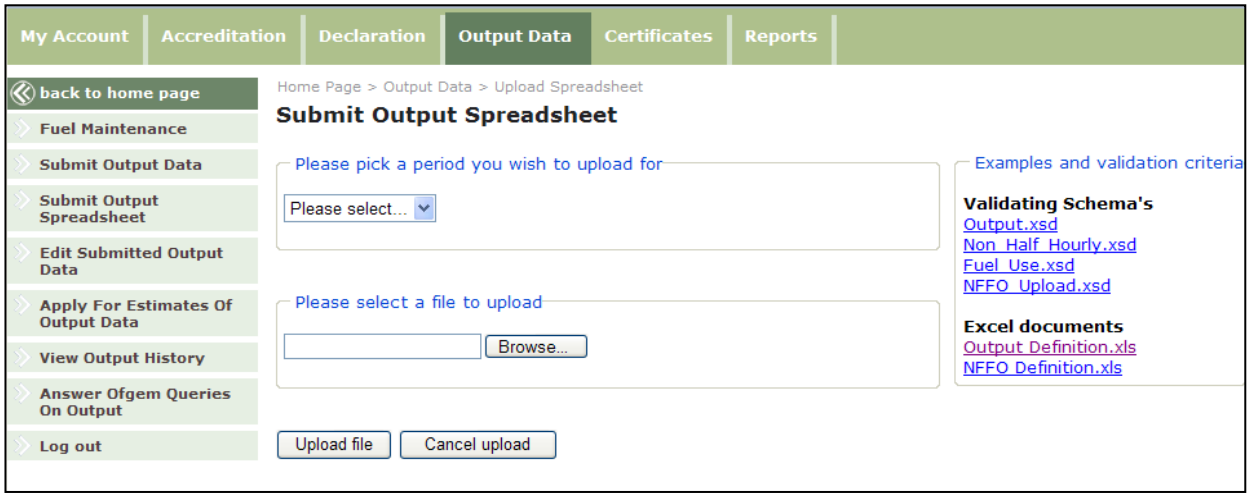

Ofgem Glossary - Windows Internet Explorer
http://qa_web:201/(S(ym4bev55bxa5fs55iphttr55))/public/glossary.htm#DNC
Ofgem Glossary
O
Ordnance Survey (OS) Grid Reference: Ordnance survey (OS) grid reference, must be 2 letters and 6 digits (You can obtain a grid reference at http://www.multimap.com by entering your country and postcode. The grid reference will be under "Map Information".
Output Data Exceptions:
Low-level Output Data Exceptions -
Output is exactly the same as the previous month's output - For information only. No further action is required and you should proceed to submit your data.
Output is more than 110% of the same month's output in the previous year - For information only. No further action is required and you should proceed to submit your data.
Reported output has changed since previous submission; this will affect the number of REGOs issued - Please note that you have edited your data submission for this period therefore the number of certificates issued to you may change. No further action is required and you should proceed to submit your data.
The total export claimed exceeds output - You have exported more electricity than you have generated for this period. Please check your data submission to make sure this is correct. If correct, no further action is required and you should proceed to submit your data.
Output is more than double the previous month's output - For information only. No further action is required and you should proceed to submit your data.
Output is less than 90% of the same month's output in the previous year - For information only. No further action is required and you should proceed to submit your data.
High-level Output Data Exceptions -
The output data has changed - You have edited your data submission for this period therefore the number of certificates issued to you may change. Please provide an explanation in the text box as to why you have edited your submission and then submit your data.
Local intranet
100%

5.16. On successful submission of output data, you will receive a confirmation screen giving you the option to click on 'input more' or 'Finish'. Click on 'input more' if you wish to enter another set of output data or on 'Finish' to return to your account homepage.


My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Fuel Maintenance
Submit Output Data
Submit Output Spreadsheet
Edit Submitted Output Data
Apply For Estimates Of Output Data
View Output History
Answer Ofgem Queries On Output
Log out
Home Page > Successful
Output Data
Thank you. Your output data details have been recorded. If you would like to input more data, select 'Input more'; if you have no more data to enter, select 'Finish'.
Input more
Finish

Submit Output Spreadsheet

5.17. You can upload output data for multiple generating stations covering the same period by using a pre-completed data submission spreadsheet. Please note, if you have multiple stations you can only use this upload option once per output period. Therefore, if you submit a spreadsheet for an output period with data for only some of your generating stations, you will not be able to use this option to upload the remaining stations for the same period. Instead you will have to do these manually via 'submit output data'. Click on 'Submit Output Spreadsheet menu option, to display the screen below.



5.18. Select the submission period from the drop down box and upload a pre-completed data submission spreadsheet (see an example below).

	A	B	C	D	
1	**Generating_Station_Name**	**Output_KWh**	**Type_Of_Output**	**Import_KWh**	**Stand**
2	Station1	2323.3232	Gross Output	2323.3232	
3	Station2	2.33	Export		
4	Station3	15247.23	Export And Own Use	15487565247	
5	Station4	654	Export And Export Through An Exempt Distribution Network	654	
6					
7					
8					
9					
10					
11					
12					

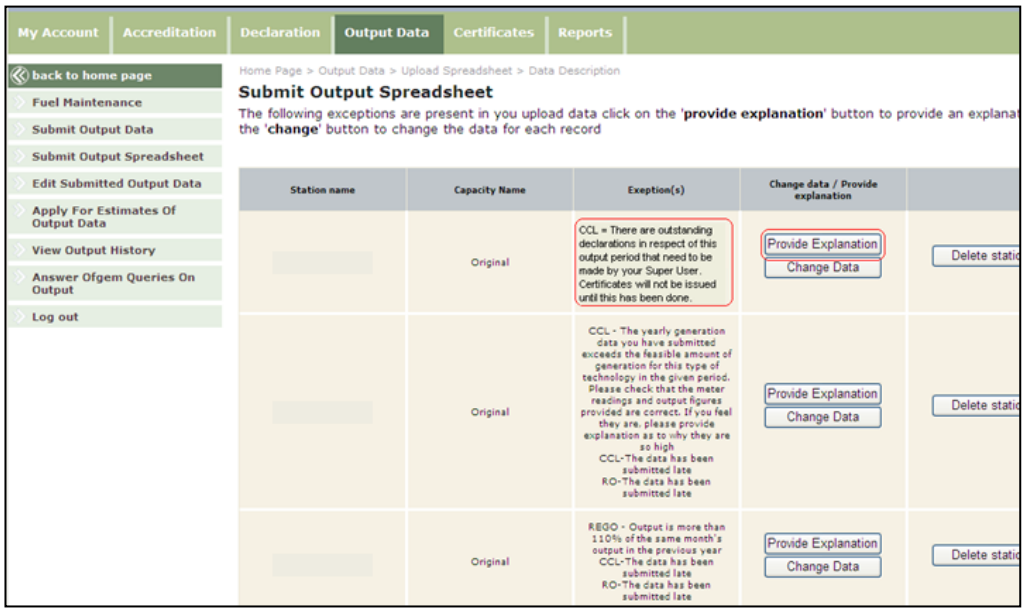
5.19. The spreadsheet has been updated to include a question for you to select if you are submitting 'Unit by Unit Fuel Data' or 'Station Fuel Data'. For generating stations submitting 'Unit by Unit Fuel Data' this includes an additional 'unit' column and also a separate worksheet for the Article 22(3) by unit questions. The latest version of the spreadsheet is available from your account on the Register (via 'Submit Output Spreadsheet').

5.20. If data on the spreadsheet is incomplete or entered incorrectly, you will receive an error message informing you where to locate the error. See below an example of an error message.

The system has encountered the following errors in the uploaded spreadsheet. Please amend the spreadsheet to repair these errors and resubmit.

Name	Line	Description
Sheet: Fuel_Use Column: check description	2	The 'Fuel' element has an invalid value according to its data type.

5.21. In the case where the system generates a data exception, the screen below will be displayed. Click on 'Change Data' to amend the details or Click on 'Provide Explanation' to finalise your submission.


My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Fuel Maintenance
Submit Output Data
Submit Output Spreadsheet
Edit Submitted Output Data
Apply For Estimates Of Output Data
View Output History
Answer Ofgem Queries On Output
Log out
Home Page > Output Data > Upload Spreadsheet > Data Description
Submit Output Spreadsheet
The following exceptions are present in you upload data click on the 'provide explanation' button to provide an explanat
the 'change' button to change the data for each record
Station name
Capacity Name
Exeption(s)
Change data / Provide explanation
Original
CCL = There are outstanding declarations in respect of this output period that need to be made by your Super User. Certificates will not be issued until this has been done.
Provide Explanation
Change Data
Delete static
Original
CCL - The yearly generation data you have submitted exceeds the feasible amount of generation for this type of technology in the given period. Please check that the meter readings and output figures provided are correct. If you feel they are, please provide explanation as to why they are so high
CCL-The data has been submitted late
RO-The data has been submitted late
Provide Explanation
Change Data
Delete static
Original
REGO - Output is more than 110% of the same month's output in the previous year
CCL-The data has been submitted late
RO-The data has been submitted late
Provide Explanation
Change Data
Delete static

Edit Submitted Output Data

5.22. If you need to change output data that has already been submitted you cannot do this by resubmission of the spreadsheet. Instead, you can click on the 'Edit submitted output data' menu option and amend the data.

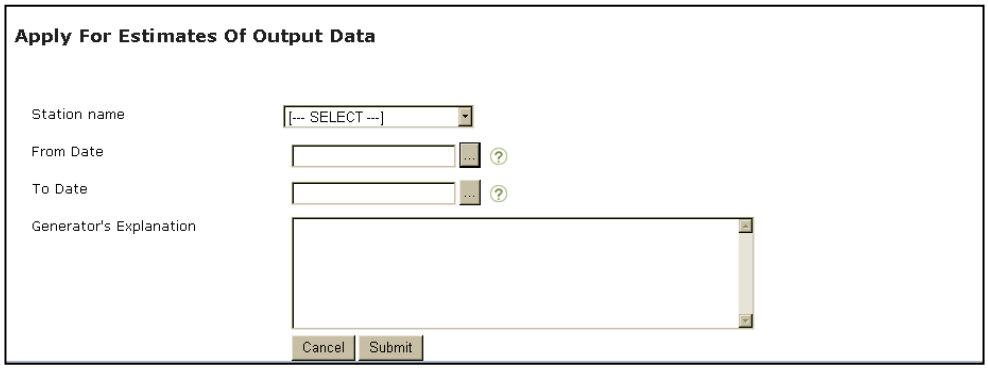
5.23. To change output data, click on the 'Edit Submitted Output Data' menu option. Select from the drop down menu the generating station and the generation period you wish to change. As displayed below.

5.24. Click on continue and enter the revised output data, following the instructions as described earlier in the Submit Output Data chapter and re-submit your output data. If data is amended after the two month submission deadline, it is recommended you also notify the Renewables Team by email (renewable@ofgem.gov.uk). When doing this please ensure you clearly detail the station name and output period it relates to in the email.

Apply for Estimates of Output Data

5.25. Output data that is based on an estimate must be agreed with Ofgem in advance of a certificate claim. This may be for a number of reasons, e.g. a metering issue, or where FMS procedures cannot be undertaken as agreed. Therefore, we ask that Generators and Agents to submit details of the issue alongside a proposed methodology of estimation for agreement with Ofgem.

5.26. Generators and Agents can apply for the use of an estimate by clicking on the menu option 'Apply for Estimates of Output Data', as displayed below.



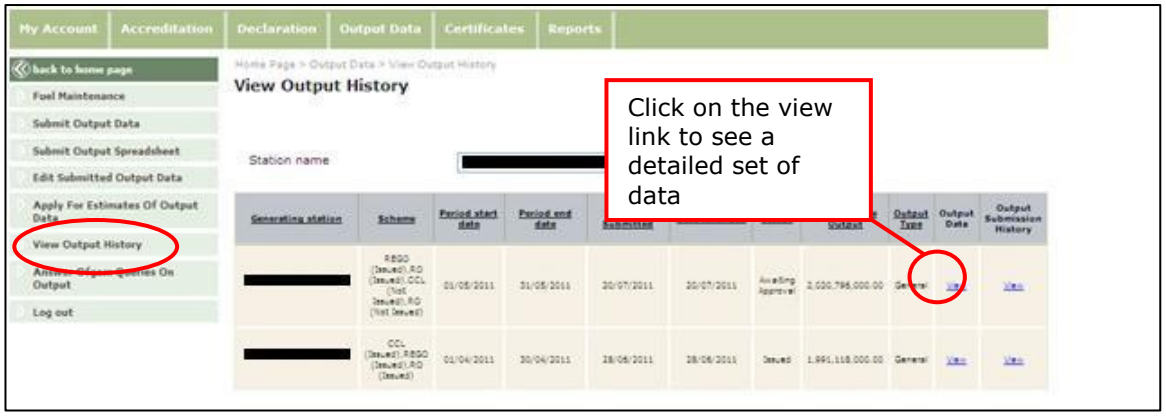
5.27. Select a generating station from the drop down list, enter the period the use of estimated output will cover (i.e. 'From date' and 'To date') and give an explanation, in the text box provided, why the generating station needs to estimate output data, with a proposed methodology of estimation. Click on the 'Submit' to send your request to Ofgem for agreement.

5.28. Please be aware that the generator or agent account will not receive certificates on this output until Ofgem has agreed the proposed methodology of estimation. As you cannot upload further information here, it is recommended that you provide a spreadsheet with your estimate methodology and calculations to Ofgem by email (renewable@ofgem.gov.uk). When doing this please ensure you clearly detail the station name and output period it relates to in the email.

View Output History

5.29. The 'View Output History' menu option allows you to see a history of output data entered on the Register. Click on the 'View Output History' menu option and select a generating station from the drop down menu.

5.30. The 'output data' column allows you to view this data in more detail.



5.31. The 'Status' column under the 'View Output History' menu option does not always reflect the status of all certificates (ROCs, LECs and REGOs). This is because the data submissions covers all schemes (RO, CCL and REGOs as shown in the scheme column) for which a station is accredited, but each scheme has different requirements for certificate issue (e.g. REGOs are issued straight away whereas LECs and ROCs are issued in accordance with a certificate issue timetable). Therefore, in certain circumstances certificates may be issued for one scheme, but not the other.

5.32. In relation to output data, the three schemes are set up in a hierarchical order on the Register, with the RO taking precedence, then CCL exemption for renewables and CHP and finally the REGOs. This means that the status

column in the 'View Output History' section shows the latest status for the scheme that takes precedence, these statuses are:

Status	Description
Submitted	Output data waiting to be reviewed by Ofgem
In review	Output data currently being reviewed by Ofgem
Suspended	High level data exceptions raised e.g. late data Outstanding data queries
Awaiting Approval	Certificates 'generated' and waiting approval by Ofgem
Issued	Certificates issued on output
Declined	Output data declined e.g. a late data case that has been rejected

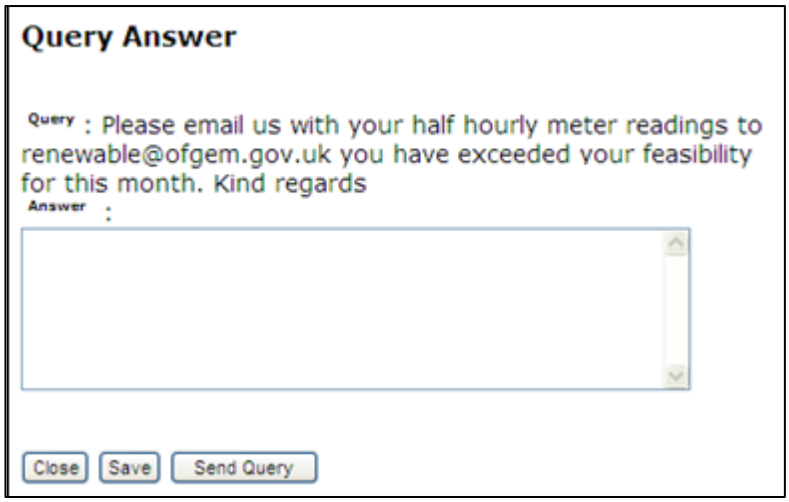
Answer Ofgem Queries on Output

5.33. Once you have submitted the output data, it becomes available to Ofgem for review. During the review, it is possible for Ofgem to send a query back to you in relation to the submitted output data.

5.34. You will be able to respond to Ofgem's queries by clicking on the 'Answer Ofgem Queries on Output' menu option. A table is displayed with a list of stations that have queries raised against your output data.

5.35. Select the 'View' link to see a list of all the queries raised in relation to the station's output, as shown below.

5.36. Click the 'Answer' link to enable the 'Query Answer' box to appear. You can then provide your answer and click the 'Send Query' button.

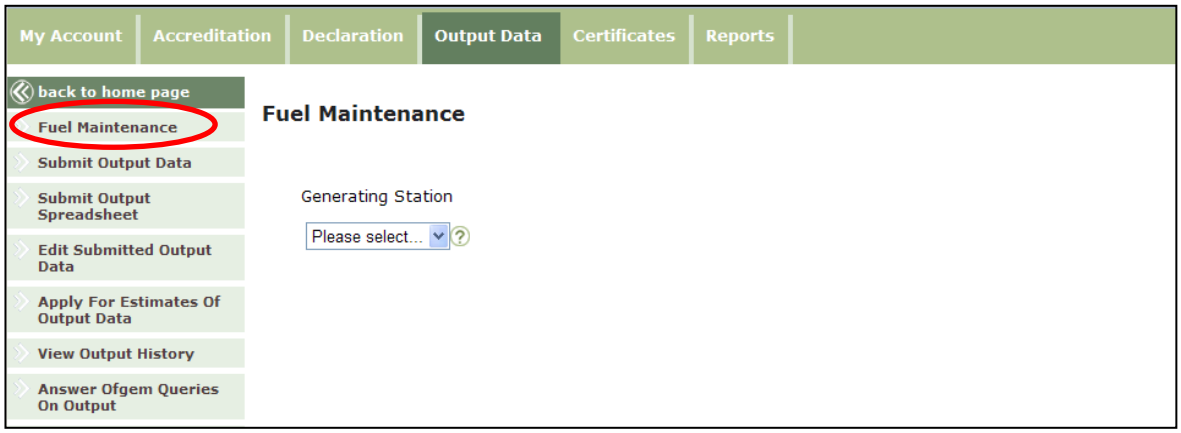

Query Answer
Query : Please email us with your half hourly meter readings to renewable@ofgem.gov.uk you have exceeded your feasibility for this month. Kind regards
Answer :
Close
Save
Send Query

Output Data for Fuelled Generating Stations

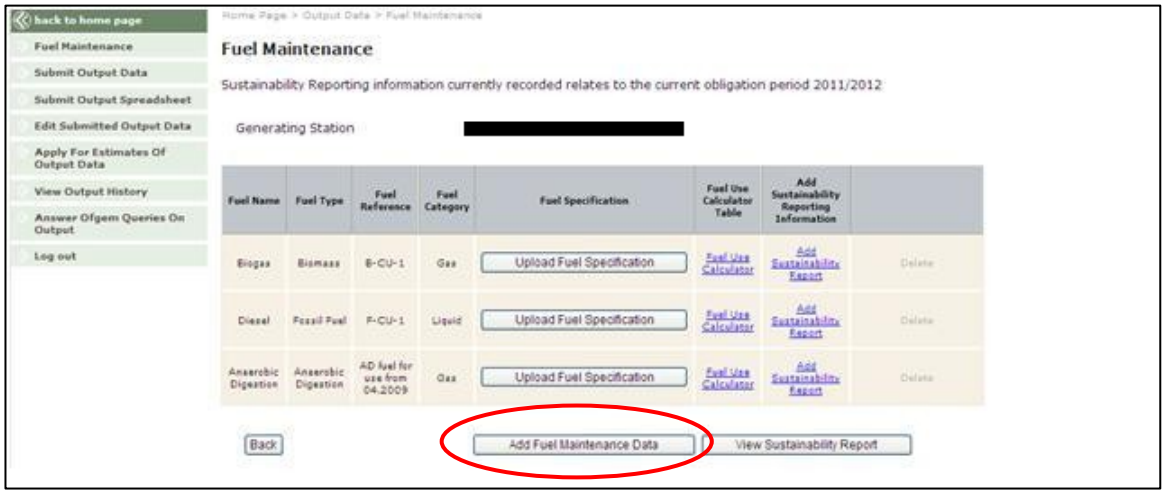
There are additional functionalities available for fuelled generating stations in the ouput data section. These are outlined in the sections below. The functionalities covered earlier in the chapter on editing output data, applying for estimated data, viewing output history and answering queries raised by Ofgem are the same for both fuelled and non-fuelled stations.

Fuel Maintenance

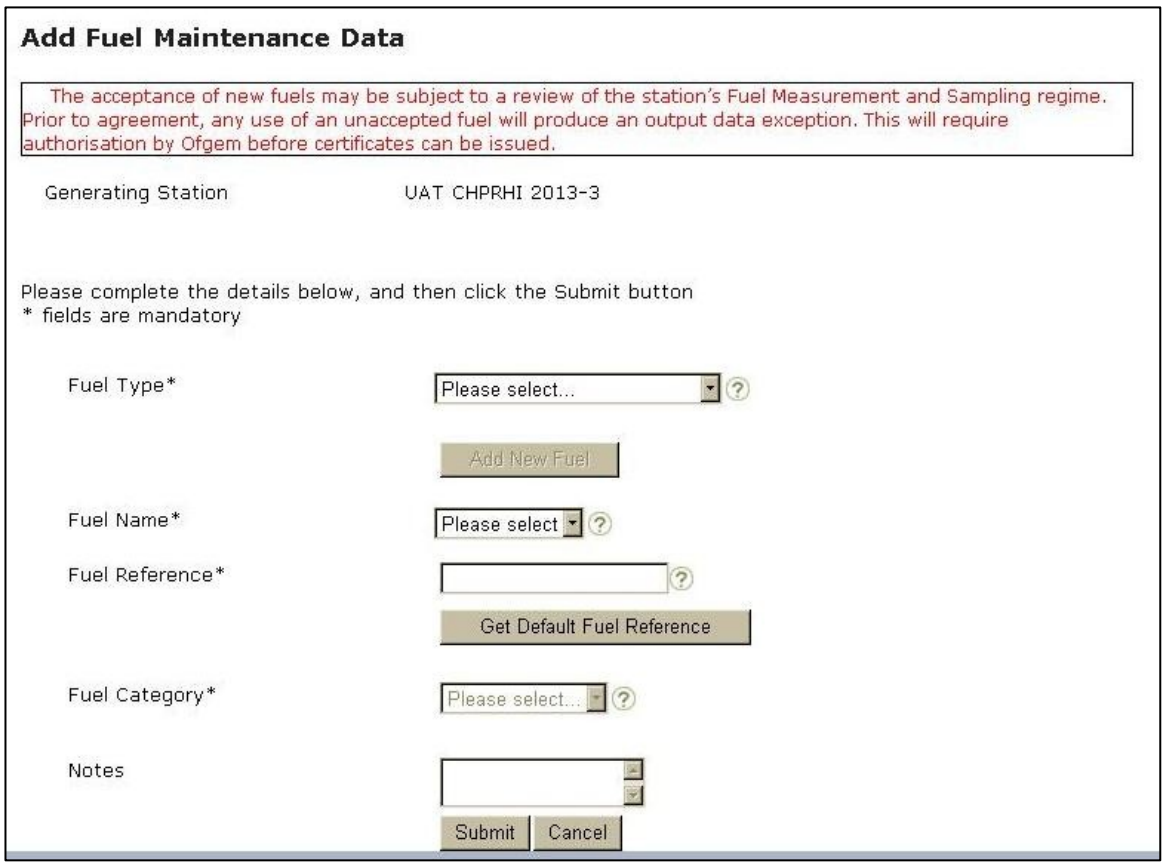
5.37. The 'Fuel maintenance' menu option is for generating stations using fuel(s) (e.g. biomass, waste, energy crops, etc) to generate electricity to provide the necessary fuel data, as per agreed Fuel Measurement and Sampling (FMS) procedures, for monthly output data submission. Click on the 'Fuel Maintenance' menu option and select your generating station from the drop down list of your accredited generating stations, as displayed below.



5.38. On the next screen click on 'Add Fuel Maintenance Data' button from the central Fuel Maintenance Data page, you will be navigated to the following page.



5.39. Select the 'Fuel Type' from the list of fuels available from a drop down list and then select a 'Fuel Name' from drop down list of fuels.


Add Fuel Maintenance Data
The acceptance of new fuels may be subject to a review of the station's Fuel Measurement and Sampling regime. Prior to agreement, any use of an unaccepted fuel will produce an output data exception. This will require authorisation by Ofgem before certificates can be issued.
Generating Station
UAT CHPRHI 2013-3
Please complete the details below, and then click the Submit button
* fields are mandatory
Fuel Type*
Please select...
Add New Fuel
Fuel Name*
Please select
Fuel Reference*
Get Default Fuel Reference
Fuel Category*
Please select...
Notes
Submit
Cancel

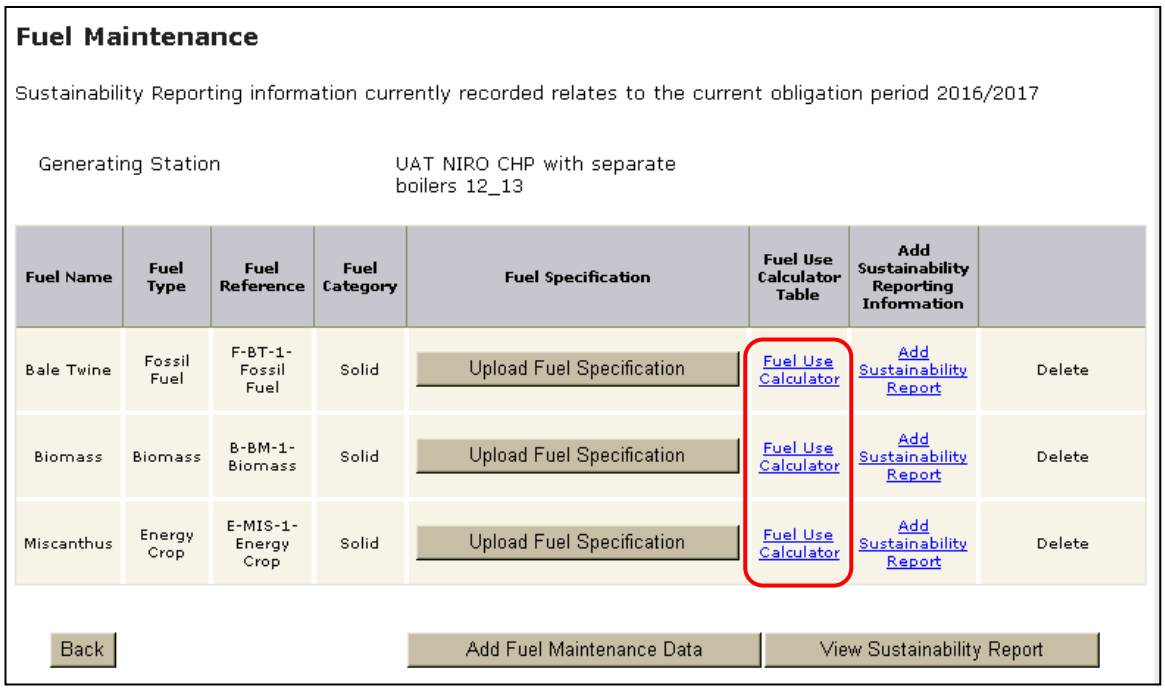
5.40. If a relevant fuel name is not available in the drop down, you can select the 'Add New Fuel' option. Here you can type in a new fuel name manually.

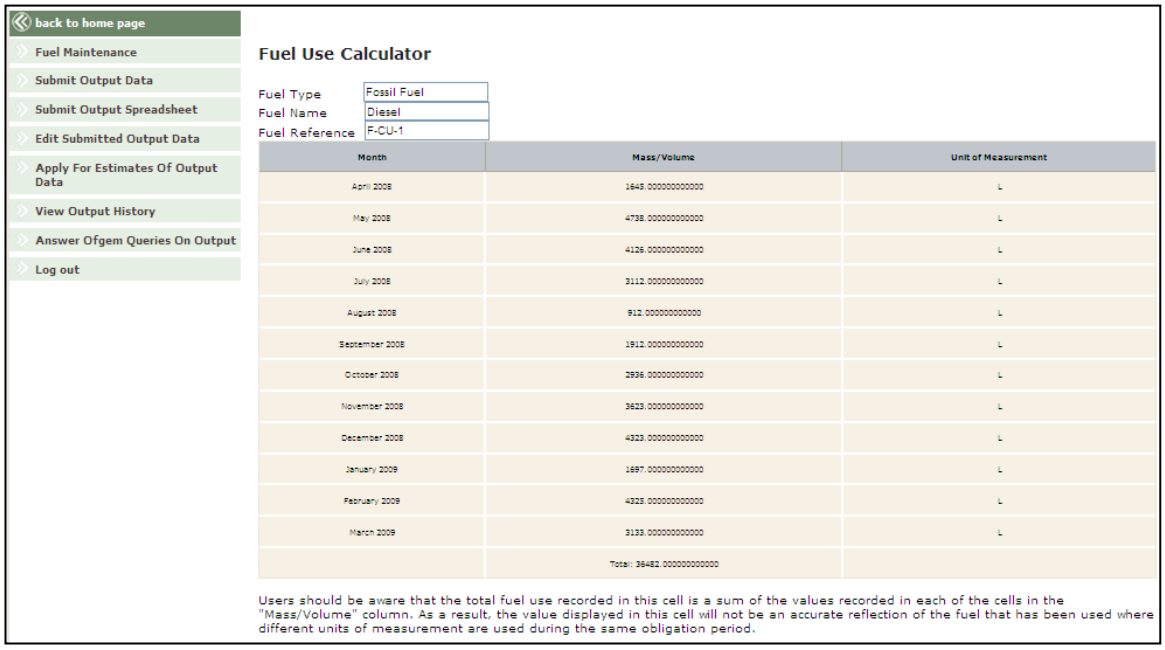
5.41. A new fuel will automatically be assigned a default fuel reference. You also have the option to overwrite the default reference and manually enter a fuel reference in the Fuel Reference text box.

5.42. When adding a new fuel, you will also need to confirm whether it is a solid, liquid or a gas. Comments will also need to be provided regarding the new fuel. Once you have set up a new fuel on the Register you should contact a member of the Fuelling and Sustainability team at Ofgem. Providing agreed Fuel Measurement and Sampling (FMS) procedures are in place for the fuel it can then be approved. While you can use a fuel within an output data submission prior to approval, no certificates can be subsequently issued until approval is granted.

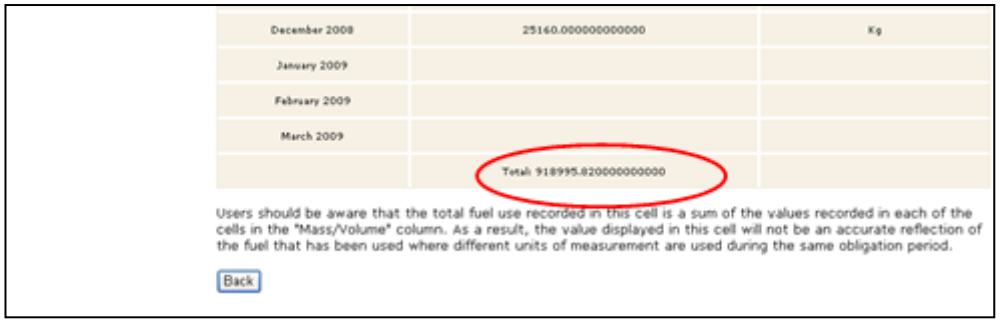
Fuel Use Calculator Table

5.43. Where applicable to your generating station, the Fuel Use Calculator Table allows you to view the total mass or volume of a fuel used in a particular obligation period. Clicking on the 'Fuel Use Calculator' button for the relevant fuel will present you with a drop down menu listing each obligation period. By selecting the relevant period you can navigate to the Fuel Use Calculator Table for that period.



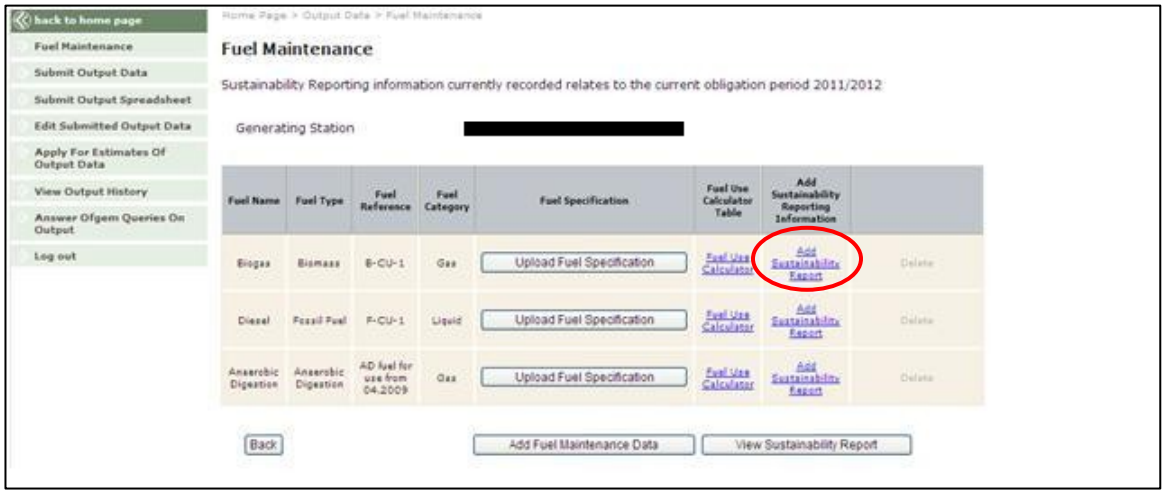

back to home page
Fuel Maintenance
Submit Output Data
Submit Output Spreadsheet
Edit Submitted Output Data
Apply For Estimates Of Output Data
View Output History
Answer Ofgem Queries On Output
Log out
Fuel Use Calculator
Fuel Type Fossil Fuel
Fuel Name Diesel
Fuel Reference F-CU-1
Month
Mass/Volume
Unit of Measurement
April 2008 1645.000000000000 L
May 2008 4738.000000000000 L
June 2008 4126.000000000000 L
July 2008 3112.000000000000 L
August 2008 912.000000000000 L
September 2008 1912.000000000000 L
October 2008 2936.000000000000 L
November 2008 3623.000000000000 L
December 2008 4323.000000000000 L
January 2009 1697.000000000000 L
February 2009 4328.000000000000 L
March 2009 3133.000000000000 L
Total: 36482.000000000000
Users should be aware that the total fuel use recorded in this cell is a sum of the values recorded in each of the cells in the "Mass/Volume" column. As a result, the value displayed in this cell will not be an accurate reflection of the fuel that has been used where different units of measurement are used during the same obligation period.

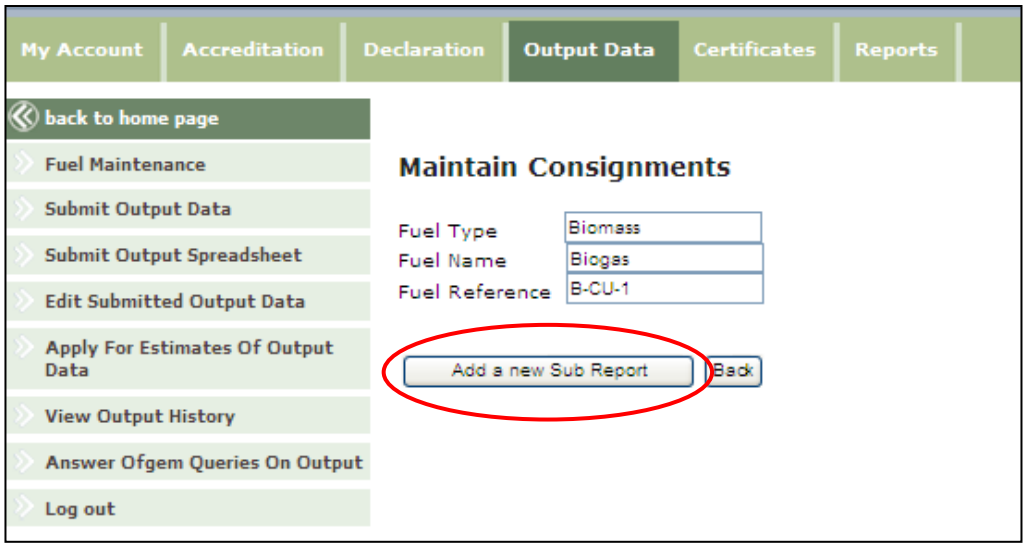
5.44. A total usage value is provided at the bottom of the table. Please be aware that the total fuel use recorded in this cell is a sum of the values recorded in each of the cells in the 'Mass/Volume' column. As a result, the value displayed in this cell will not be an accurate reflection of the fuel that has been used where different units of measurement are used during the same obligation period.


December 2008 25160.000000000000 Kg
January 2009
February 2009
March 2009
Total: 918995.820000000000
Users should be aware that the total fuel use recorded in this cell is a sum of the values recorded in each of the cells in the "Mass/Volume" column. As a result, the value displayed in this cell will not be an accurate reflection of the fuel that has been used where different units of measurement are used during the same obligation period.
Back

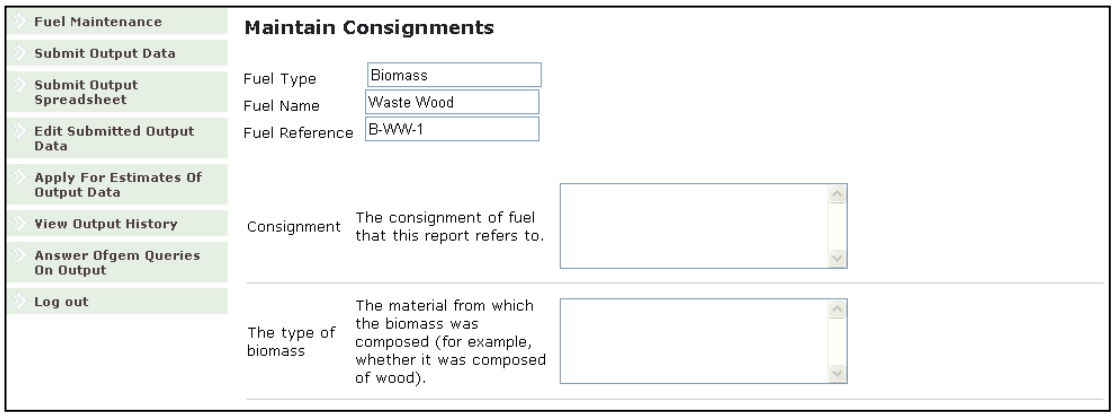
Add Sustainability Report

5.45. The 'Add Sustainability Report' functionality allows you to record sustainability reporting information for the biomass fuels that you use.





5.46. By clicking on the 'Add a new Sub Report' button, you are navigated to a blank sustainability reporting grid as shown below that can be completed for the first consignment attributable to the chosen fuel.



5.47. In the case of a fuel consisting of a single consignment, the grid can be saved by clicking the 'Save Sub Report' button.

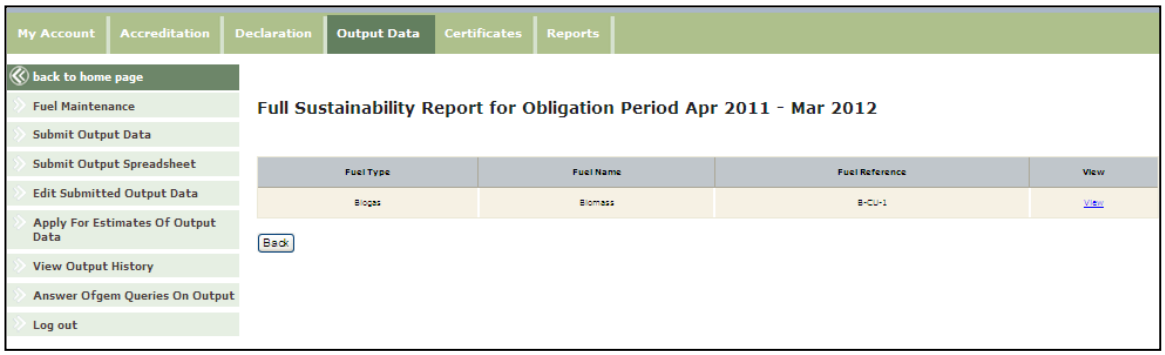
5.48. In the case of a fuel consisting of multiple consignments, you can save the grid and open up a second grid to record the details of the second consignment by clicking the 'Save and add more Sub Reports' button.

Environmental quality assurance schemes
Whether the biomass or any matter from which it was derived was certified under an environmental quality assurance scheme and, if so, the name of the scheme.
Please select...
Land use
Where the biomass was plant matter or derived from plant matter, the use to which the land on which the plant matter was grown has been put since 30th November 2005.
Clear
Save and add more Sub Reports
Save Sub Report

5.49. Sub reports can be viewed and edited once they have been saved and additional sub reports can also be added by selecting the 'Add Sustainability Report' button on the central Fuel Maintenance page. Reports can only be edited/added up until the 31st May following the obligation year for which the report is in relation to. As of 1st June, the add report refers to the new obligation year.

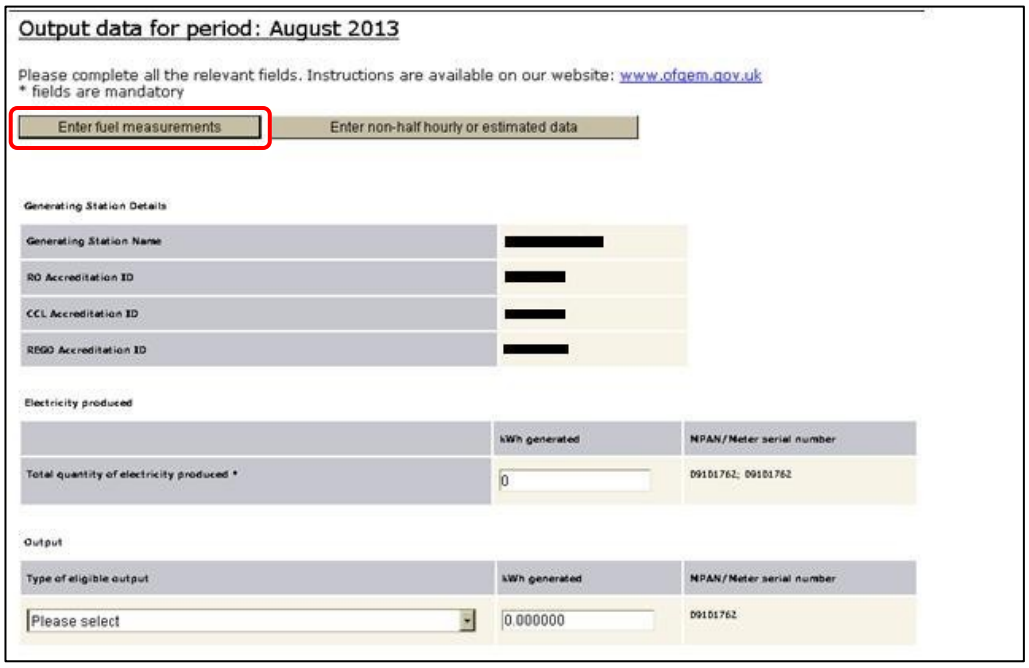
View Sustainability Report

5.50. The final collated sustainability report can be accessed via the Fuel Maintenance page. Simply click the 'View Sustainability Report' button at the bottom of the page and select the appropriate obligation period. The completed report for the period will then be displayed. You can navigate to sustainability reporting information for each fuel, and to the sustainability reporting information for each consignment attributable to a fuel.



Submit Output Data

5.51. Fuelled stations will have to submit the same electrical information as outlined for non-fuelled stations earlier in this chapter. Additionally, fuelled stations will also see another button 'Enter Fuel Measurements' which must also be completed on a monthly basis.

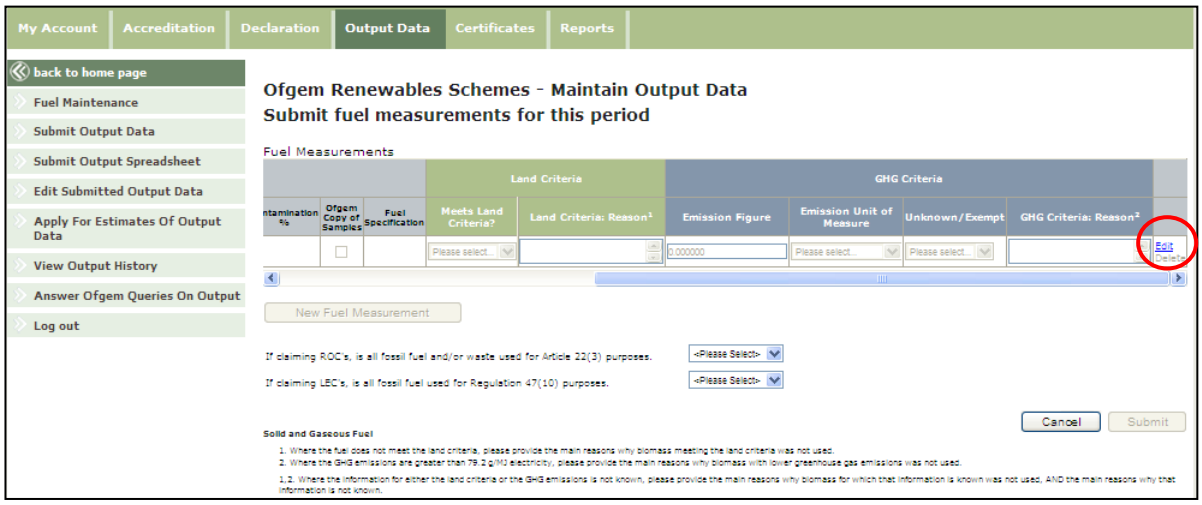


Enter Fuel Measurements

5.52. For generating stations which use fuels (e.g. biomass, energy crop, waste, etc) to generate electricity, you will be required to provide fuel measurement details as determined by agreed FMS procedures. Click on the 'Enter fuel measurement' button to enter fuel measurement details for a generating station.

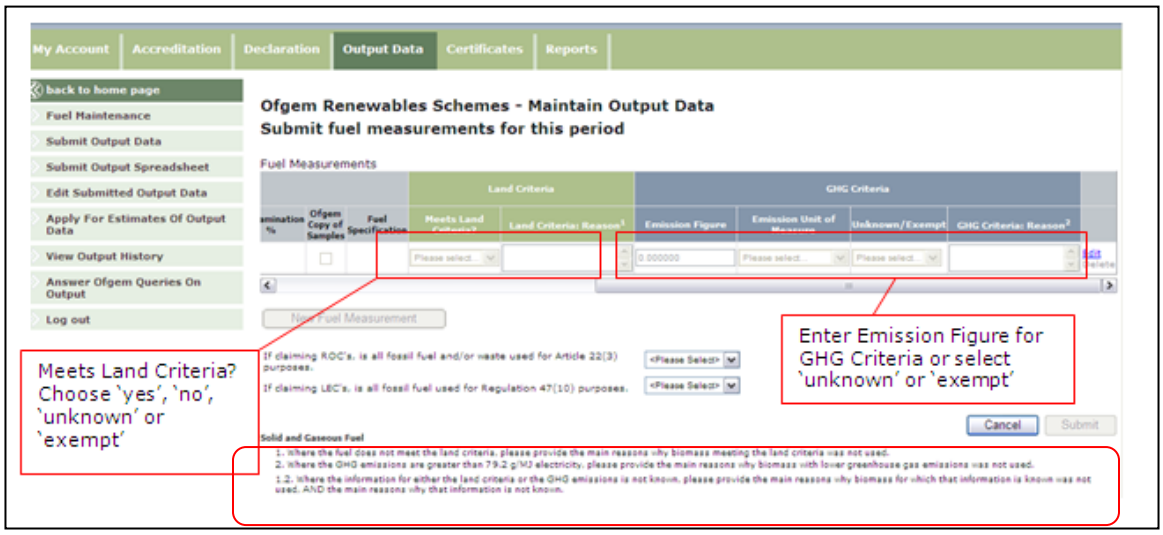
5.53. To enable the grid for editing, scroll to the far right and select the 'edit' button, as illustrated below. Select your fuel from the drop down list under 'fuel reference' and enter the relevant fuelling and sustainability information. Then select 'update' on the far right hand side of the grid.

5.54. To add information on other fuels used for generation in that month, select 'New Fuel Measurement' and follow the instructions in the paragraph above.



5.55. Generators can report against the land criteria by selecting from the following options 'yes', 'no', 'unknown' or 'exempt'. If generators using solid and gaseous biomass select 'unknown' or 'no' to the Land Criteria they must answer the questions set out in legislation in the free text box provided. These questions are replicated at the bottom of the 'enter fuel measurements' page on each output data submission. Generators using bioliquids do not need to enter any reasoning.

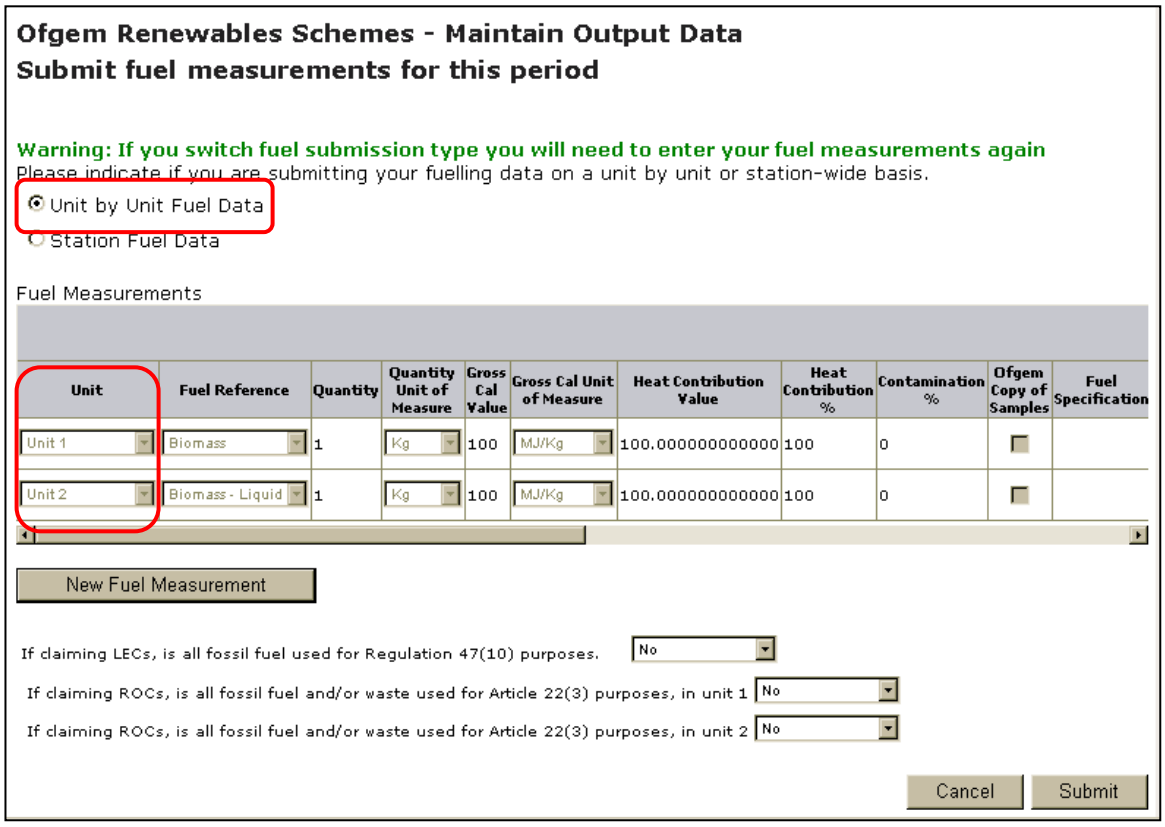
5.56. On the same screen, generators are asked to submit their GHG emissions by either entering an emissions figure, or selecting 'unknown' or 'exempt'. For bioliquids the emissions figure is a percentage saving. For solid and gaseous biomass this is to be reported as total emissions in gGHG/MJ of electricity. If the emissions figure for solid and gases biomass is greater than the threshold (79.2 gGHG/MJ of electricity) or they select 'unknown', the generators must answer the questions set out in legislation in the free text box provided. These questions are replicated at the bottom of the 'enter fuel measurements' page on each output data submission. Generators using bioliquids do not need to enter any reasoning

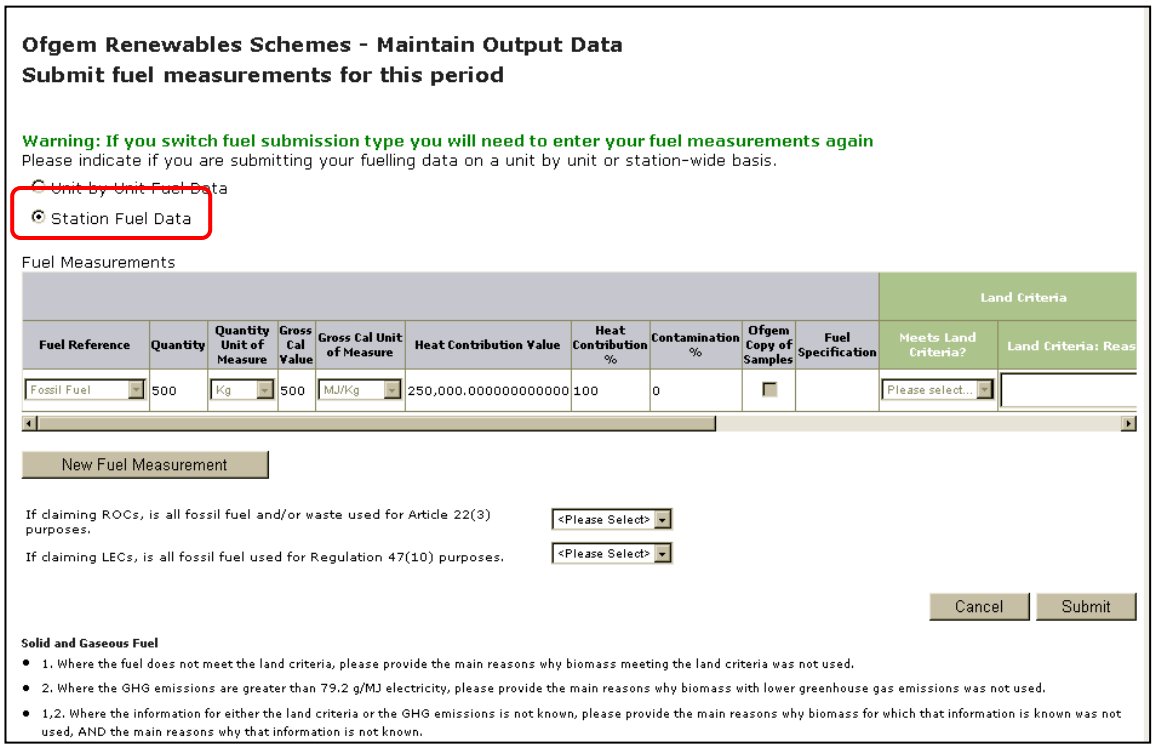

My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Fuel Maintenance
Submit Output Data
Submit Output Spreadsheet
Edit Submitted Output Data
Apply For Estimates Of Output Data
View Output History
Answer Ofgem Queries On Output
Log out
Ofgem Renewables Schemes - Maintain Output Data
Submit fuel measurements for this period
Fuel Measurements
Land Criteria
GHG Criteria
Meets Land Criteria?
Land Criteria: Reason1
Emission Figure
Emission Unit of Measure
Unknown/Exempt
GHG Criteria: Reason2
New Fuel Measurement
If claiming ROC's, is all fossil fuel and/or waste used for Article 22(3) purposes.
If claiming LEC's, is all fossil fuel used for Regulation 47(10) purposes.
Cancel
Submit
Solid and Gaseous Fuel
Meets Land Criteria? Choose 'yes', 'no', 'unknown' or 'exempt'
Enter Emission Figure for GHG Criteria or select 'unknown' or 'exempt'

Entering Fuel Measurements Data for Co-Firing and Conversion Generating Stations

5.57. For generating stations that are co-firing or have converted, an additional question will appear above the Fuel Measurements grid with a radio button for either 'Unit by Unit Fuel Data' or 'Station Fuel Data'. The option selected by the generating station is dependent on the FMS procedures which have been agreed with the Fuelling and Sustainability team at Ofgem.

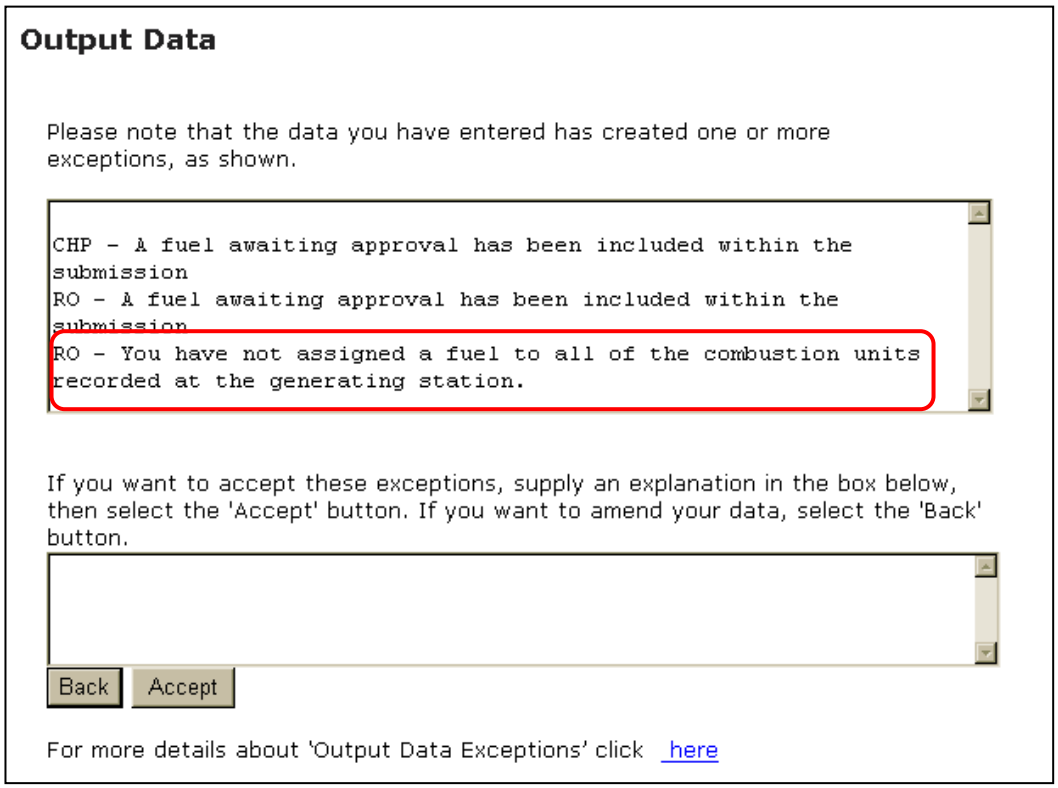
5.58. If 'Unit by Unit Fuel Data' is selected then an additional 'Unit' column will allow you to select the unit in which the fuel was used. The number of units displayed will correspond to the number provided to the Fuelling and Sustainability team at Ofgem. The term 'unit' refers to a 'combustion unit' as per the RO (Amendment) Order 2013. This column does not appear if 'Station Fuel Data' is selected. The radio button must be selected before entering information into the grid.




Ofgem Renewables Schemes - Maintain Output Data
Submit fuel measurements for this period
Warning: If you switch fuel submission type you will need to enter your fuel measurements again
Please indicate if you are submitting your fuelling data on a unit by unit or station-wide basis.
Unit by Unit Fuel Data
Station Fuel Data
Fuel Measurements
Land Criteria
Fuel Reference
Quantity
Quantity Unit of Measure
Gross Cal Value
Gross Cal Unit of Measure
Heat Contribution Value
Heat Contribution %
Contamination %
Ofgem Copy of Samples
Fuel Specification
Meets Land Criteria?
Land Criteria: Reas
Fossil Fuel
500
Kg
500
MJ/Kg
250,000.000000000000
100
0
Please select...
New Fuel Measurement
If claiming ROCs, is all fossil fuel and/or waste used for Article 22(3) purposes.
<Please Select>
If claiming LECs, is all fossil fuel used for Regulation 47(10) purposes.
<Please Select>
Cancel
Submit
Solid and Gaseous Fuel
1. Where the fuel does not meet the land criteria, please provide the main reasons why biomass meeting the land criteria was not used.
2. Where the GHG emissions are greater than 79.2 g/MJ electricity, please provide the main reasons why biomass with lower greenhouse gas emissions was not used.
1,2. Where the information for either the land criteria or the GHG emissions is not known, please provide the main reasons why biomass for which that information is known was not used, AND the main reasons why that information is not known.

5.59. For stations submitting 'Unit by Unit Fuel Data' please note you cannot assign the same fuel twice against the same unit. However, a fuel can be assigned to multiple different units. In addition, the Article 22(3) question must also be answered for each individual unit when submitting 'Unit by Unit Fuel Data'. Failure to do so will result in an error.

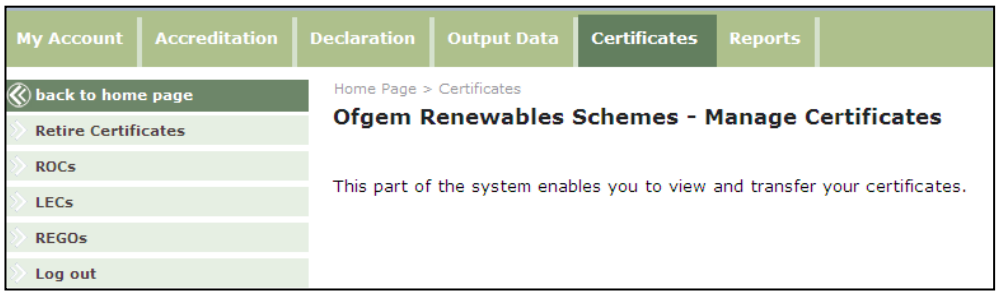
5.60. For such stations, where fuel use is not assigned to every unit recorded for the generating station in a given month, an exception will be generated upon submitting your output data to alert you to this. You can either click 'Back' and amend the fuel measurements if this a mistake or if you have chosen not to provide fuel use for every unit you should provide a written explanation in the free text box on the exceptions page. Should a co-firing or conversion generating station wish to change the number of units recorded this cannot be undertaken via the Register. You will need to contact the Fuelling and Sustainability team at Ofgem and request an alteration.


Output Data
Please note that the data you have entered has created one or more exceptions, as shown.
CHP - A fuel awaiting approval has been included within the submission
RO - A fuel awaiting approval has been included within the submission
RO - You have not assigned a fuel to all of the combustion units recorded at the generating station.
If you want to accept these exceptions, supply an explanation in the box below, then select the 'Accept' button. If you want to amend your data, select the 'Back' button.
Back
Accept
For more details about 'Output Data Exceptions' click here

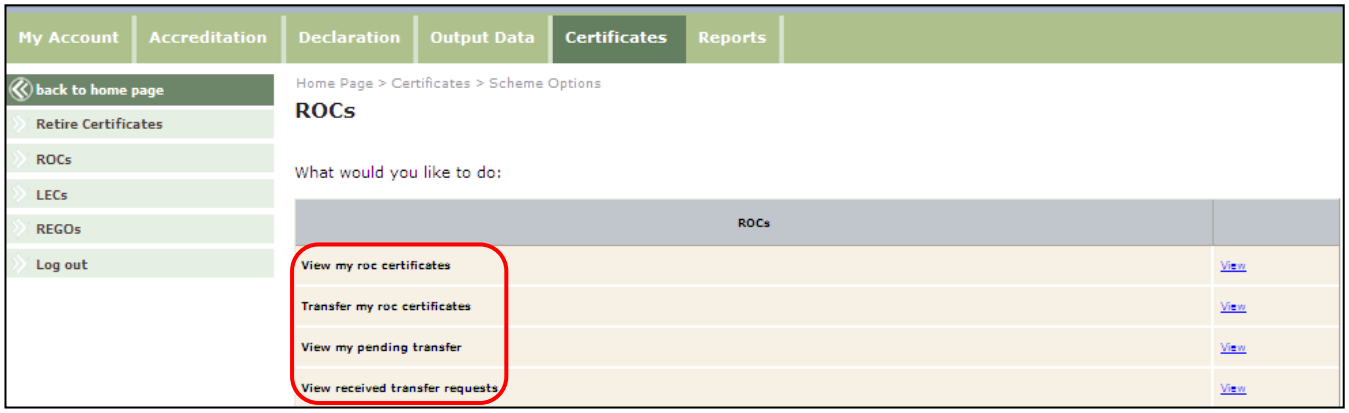
5.61. Finally, ensure that you also answer the available questions underneath the fuel measurement grid regarding fossil fuel use. Once all information has been entered, click the 'Submit' button to return to the output data screen, displayed above. N.B. the 'Enter fuel measurements' button will not appear if not applicable to the generating station.

6.Certificates

6.1. The 'Certificates' section on the horizontal menu bar on your account homepage, enables you to; view, transfer or receive certificates from another organisation's registered account and retire certificates.

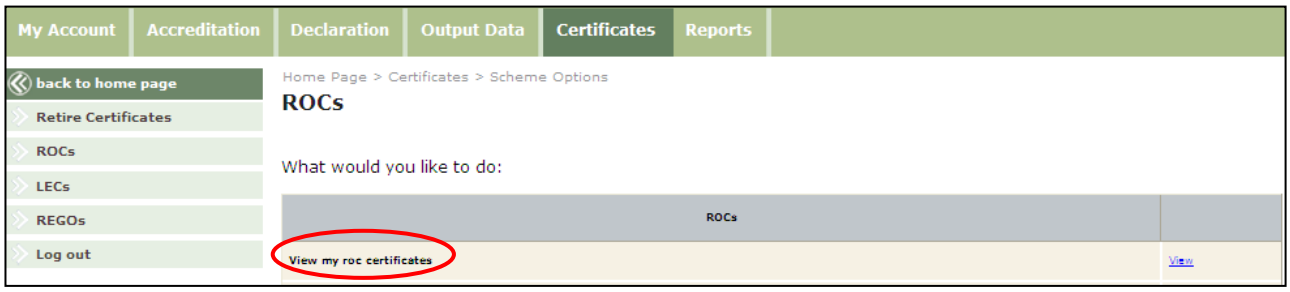


6.2. Select the certificate scheme that you want to manage from the vertical menu. You will then be presented with four options (these options are the same for each of the renewable scheme account). This guide will use the ROC account to illustrate the system screens.



View my certificates

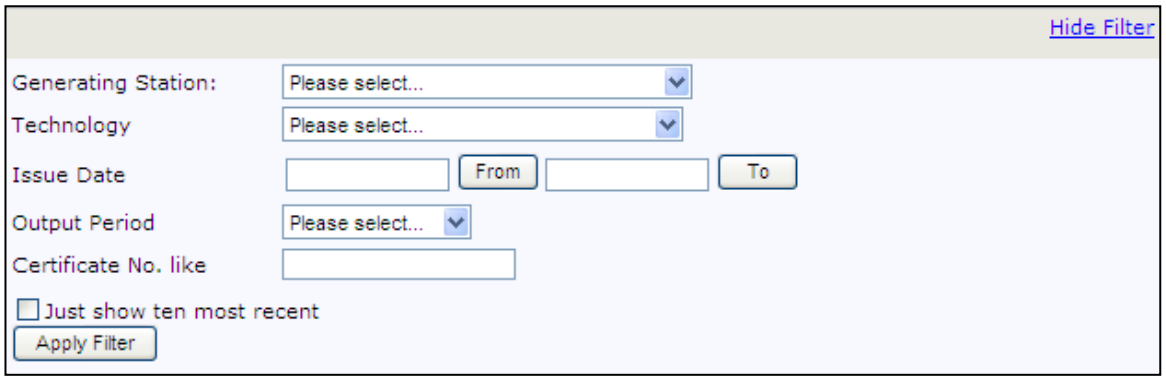
6.3. Click on the 'View my ROC Certificates' to view all ROCs held in your account, as illustrated below.



6.4. A table will be displayed with a list of all certificates in your account, as illustrated below.

6.5. Should you have a large amount of data to look through, you may find using the filter helpful. To access the filter, click on the 'Show Filter' link. Please note, that the filter is generally present to return certificates from a set period (issue from and to date). If you are unable to locate your certificates in the list, please first change the filter settings.

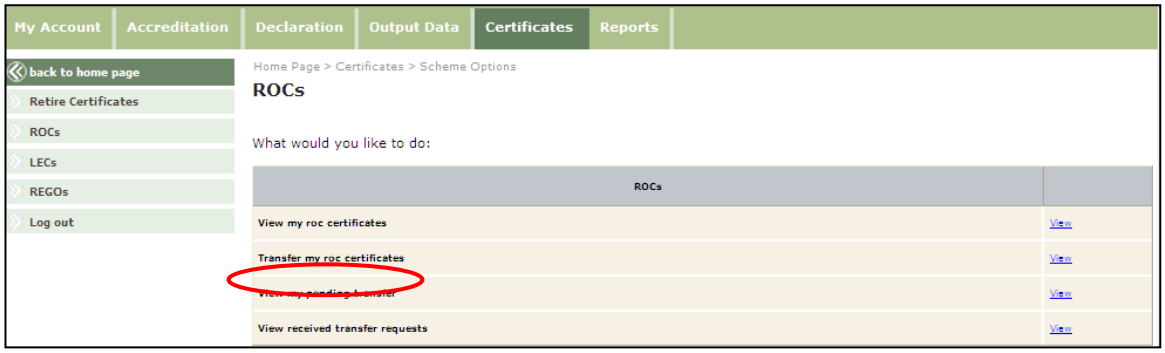
6.6. You are given the options to search by Station, Issue Date, Output Period and Certificate No.



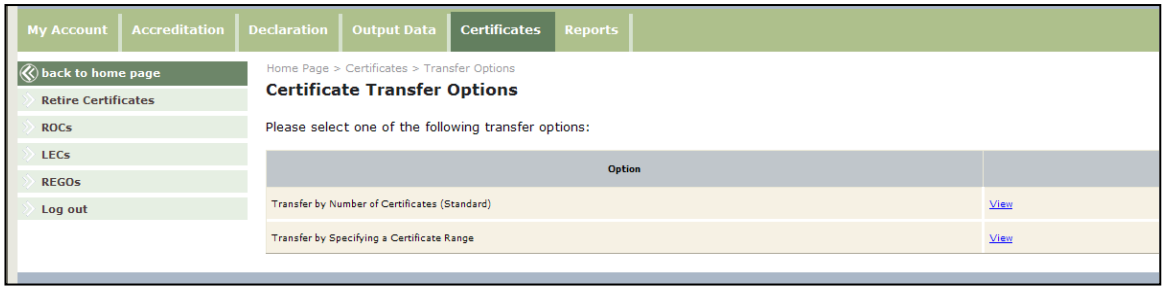
6.7. Select your search criteria, and click the 'Apply Filter' button to reveal your results. Once you have finished, click on ‘Hide Filter’.

Transfer my certificate

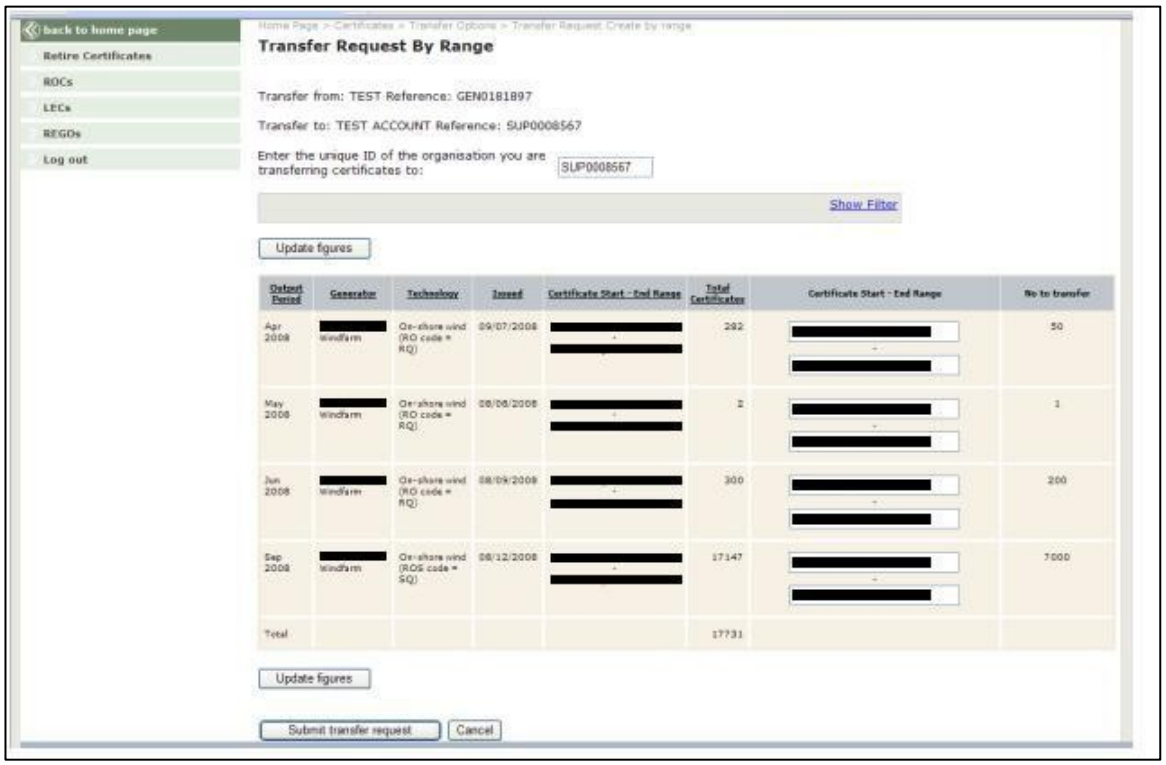
6.8. To transfer certificates, click on 'Transfer my ROC Certificates'.



6.9. The account holder is given the option to ‘Transfer by number of certificates (Standard)’ and ‘Transfer by specifying a certificate range’.

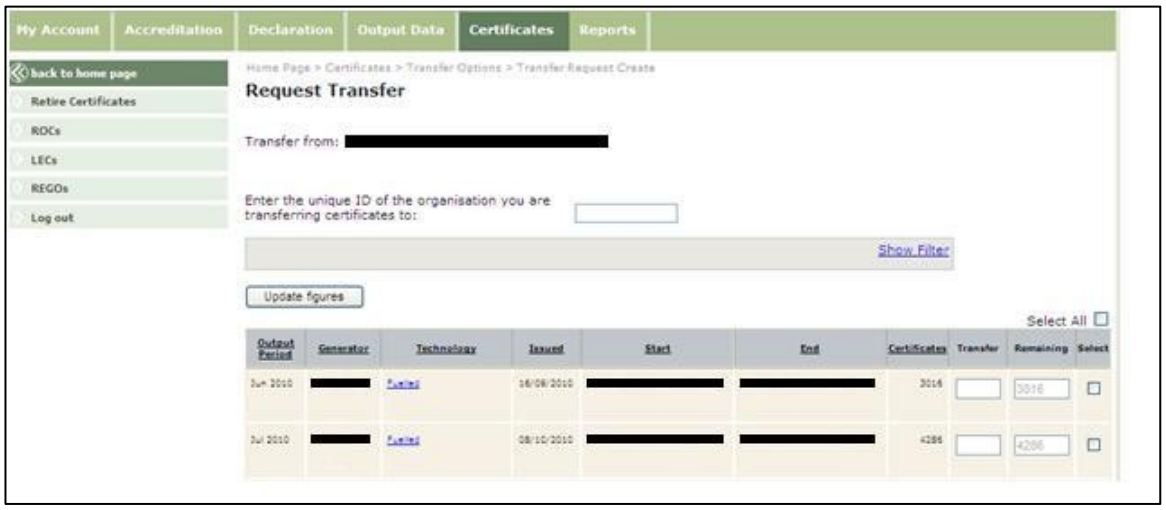


6.10. If you click ‘View’ next to ‘Transfer by number of certificates (Standard)’ a screen will be displayed with the option to enter the certificate start range and the certificate end range.



6.11. When the account holder clicks on the 'Submit transfer request' button, they will receive a confirmation screen listing the specific certificate ranges selected to be transferred.

6.12. On clicking the 'Proceed with the transfer request' button, the account holder will receive a message on screen confirming that the transfer of certificates has been successfully initiated. For the transfer to be completed the certificates must be accepted by the party to which the certificates are being transferred to. Please ensure that this process is completed. Later in this section there is information on how you can view certificates pending transfer.



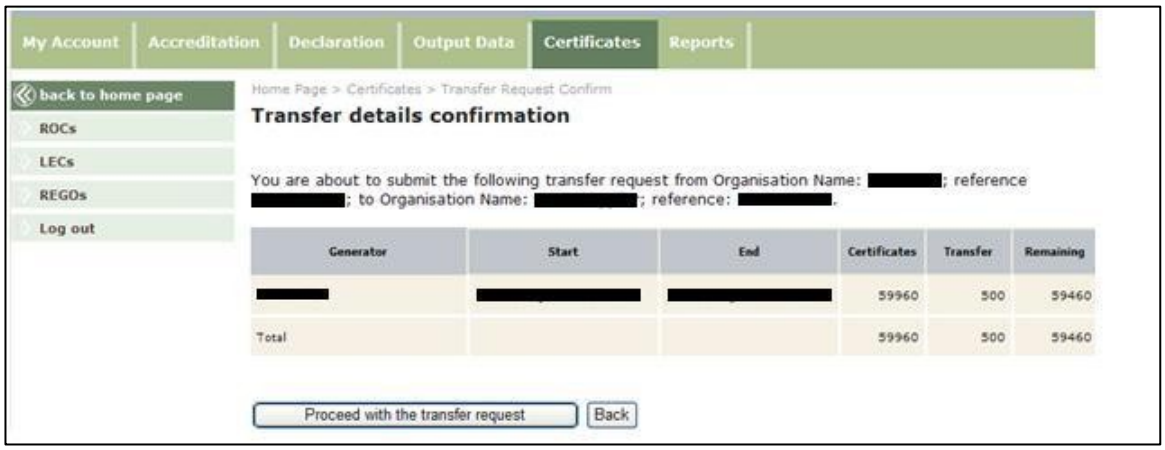
6.13. Enter the unique ID of the organisation you want to transfer certificates to. The IDs will have the following format:

AGE00XX - for an agent account
SUP00XX - for a supplier account
PAR00XX - for a participant account
GEN00XX - for a generator account

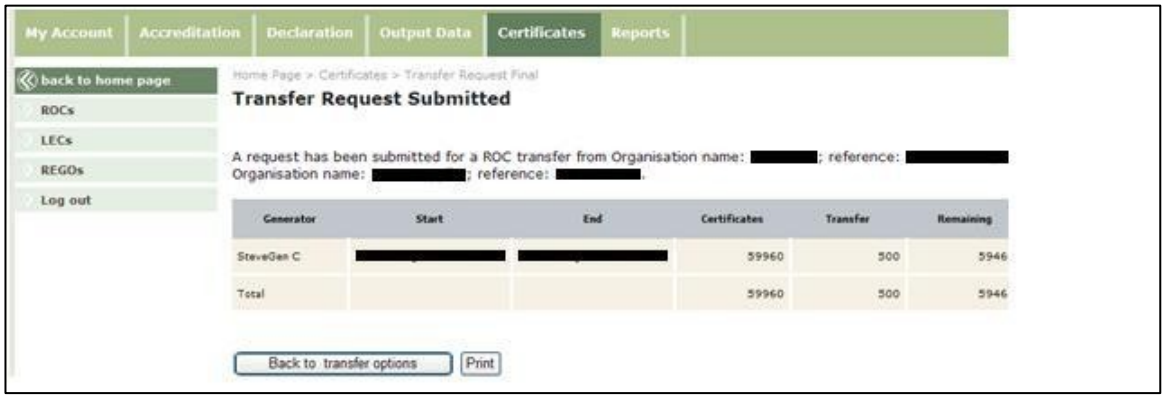
6.14. 'XX' represents the unique number allocated to the Agent, Supplier, Participant or Generator account, which can be found in the 'Organisation details' menu option under the 'My Account' section.

6.15. Enter the number of certificates you wish to transfer in the 'Transfer' field', this must not exceed the amount in the 'certificates' or the 'remaining' field. Click 'Update figures' before you have the option to submit the transfer request.

6.16. Click Submit Transfer Request to confirm your request and you will be shown a confirmation page with the transfer details. Click Proceed with the transfer, you will be prompted to enter your password and to then click Submit.

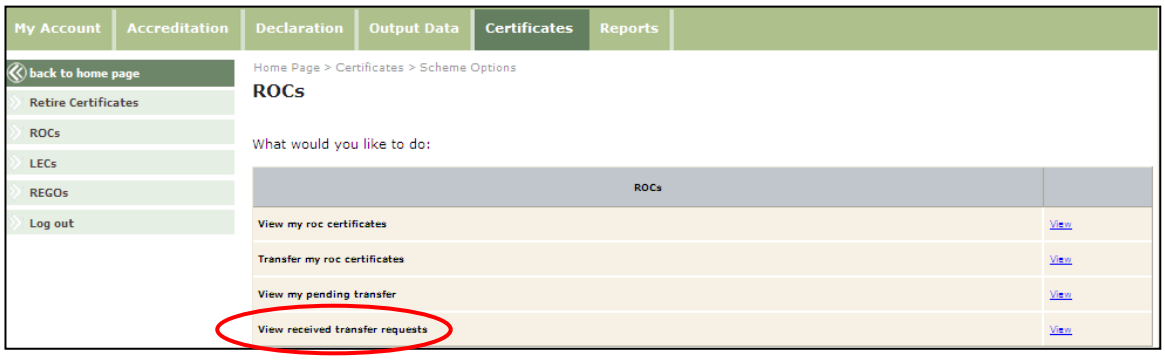


6.17. A message will be displayed informing you that the transfer request has been submitted. Users with email permissions will receive an automated email informing the appropriate parties of the transfer request. The party you are transferring to will need to accept the transfer request.

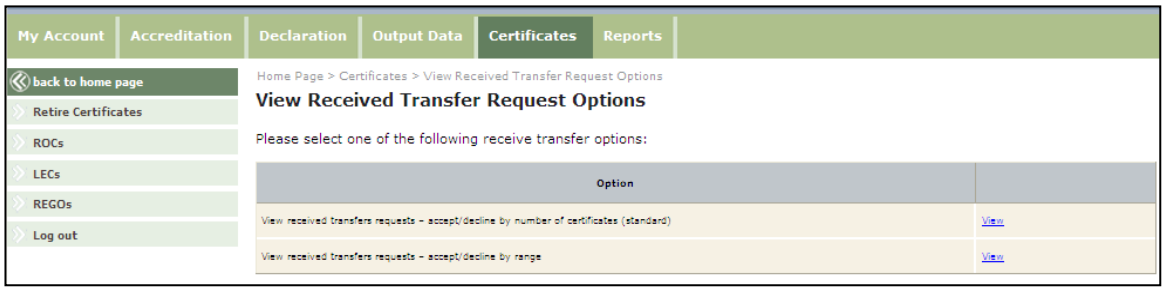


View received transfer request

6.18. To view certificates that have been transferred to you, click on 'View received transferred request' menu option.

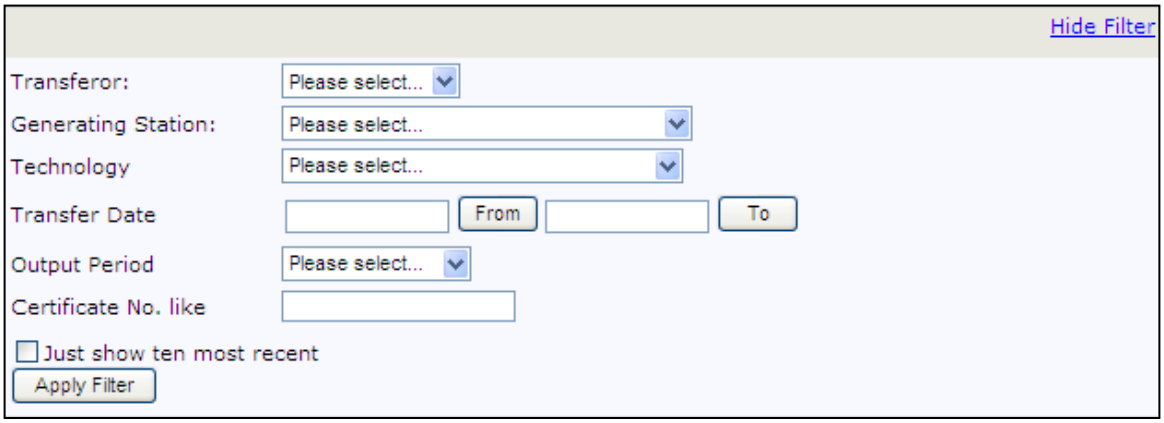


6.19. You can choose to view received transfer requests by 'accept/decline by number of certificates (standard)' and 'accept/decline by range'.



6.20. The screen below will be displayed, enabling you to accept or decline transfer requests.

6.21. From this screen you can accept, or decline a transfer request sent to your account. By default the 10 most recent entries are displayed, however for a more detailed view click on the 'Show Filter' link and search using 'Show All', 'Technology', or 'Transferor'. Alternatively search by 'generating station' or 'date'.

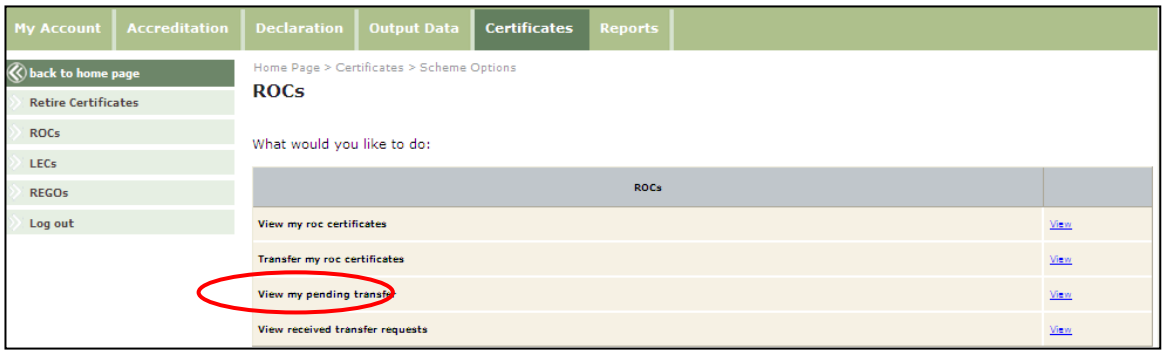


6.22. Click on the check box at the end of the certificate row to select a specific certificate transfer. Alternatively, click on 'select all' check box to select all certificate transfer. Click the 'Accept' button to accept the transfers selected or on the 'Decline' button to reject a transfer request.

6.23. A confirmation page will be displayed, Click on 'Proceed to accept request'. You will be prompted to enter your username and password.

View pending Transfers

6.24. To review all pending transfer requests, click on 'View pending transfers'.



6.25. The table below will be displayed, showing a list of all certificates that you transferred that have not yet been accepted.

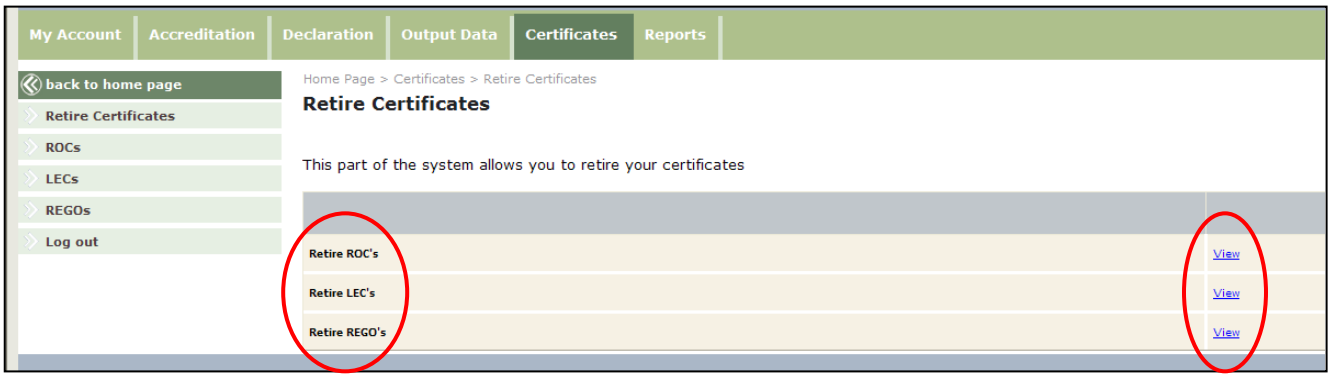
6.26. In this screen, you can cancel any pending requests. To cancel a pending request, check the 'Select' box at the end of the certificate row. Alternatively, to cancel all pending requests, click on the Select All tick box. Then click on 'Cancel Transfer Requests'.

6.27. The confirmation screen below will be displayed and you will have the option to enter a reason for cancelling the transfer request which will be sent to the recipient. Click on 'Proceed' and enter your username and password to confirm.

Retire Certificates

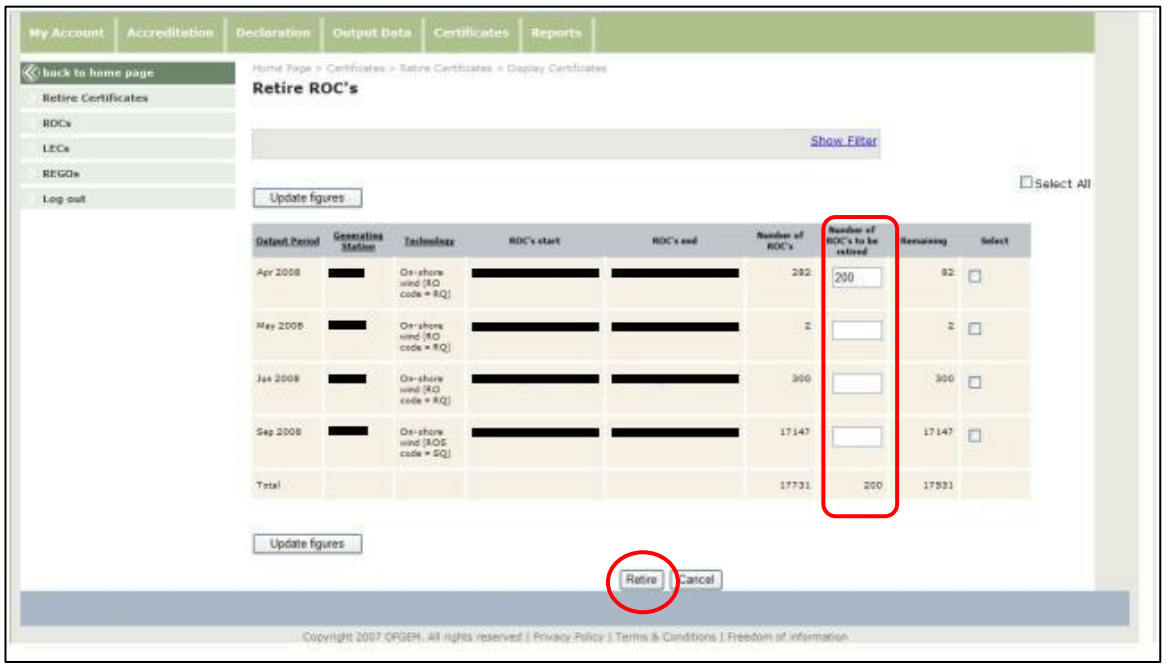
6.28. This section gives account holders the facility to 'retire' certificates. A retired certificate is one that an account holder has decided not to use for purposes of compliance under the RO, allocation/redemption under the CCL exemption for renewable or use of REGOs for Fuel Mix Disclosure. Once retired, certificates are not available for redeeming. Please note, Suppliers must retire REGOs in their Supplier account to be used for NI FMD.

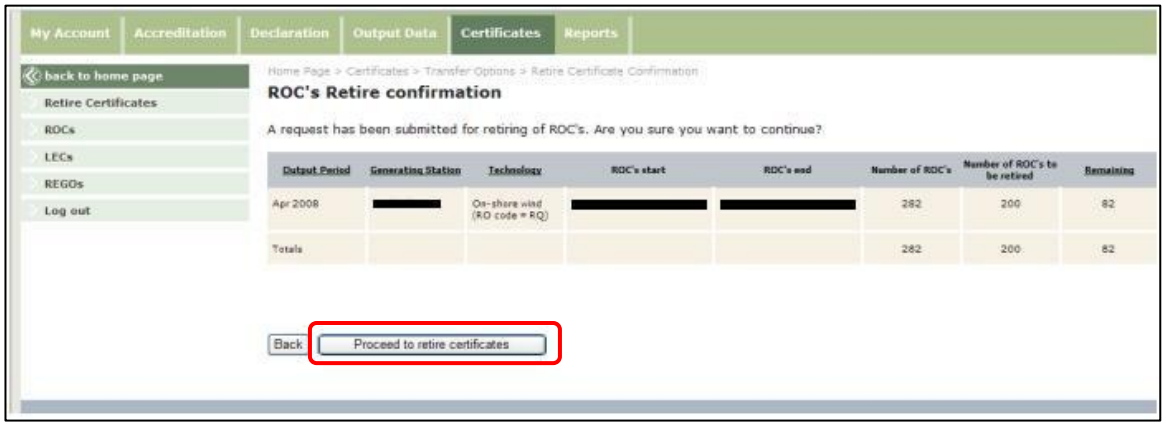
6.29. By clicking the 'Retire Certificates' option, a screen is displayed with the options to Retire ROC, LECs and REGOs.



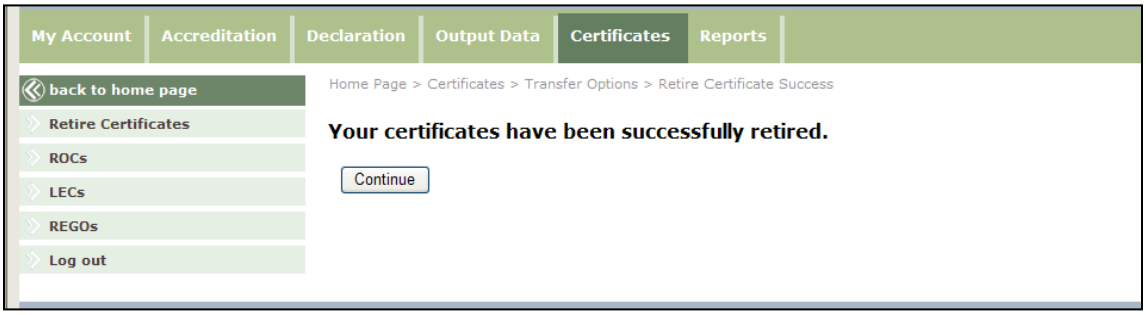
6.30. By clicking the 'View' link adjacent to each type of certificate, a screen listing all the certificates with an 'issued' status is displayed for you to retire. You can either select to retire the full range or enter an amount you wish to retire from a specific range.

6.31. Once the account holder selects the certificates and clicks on the button 'Retire' a confirmation page is displayed with list of certificates that they put a request in to retire.





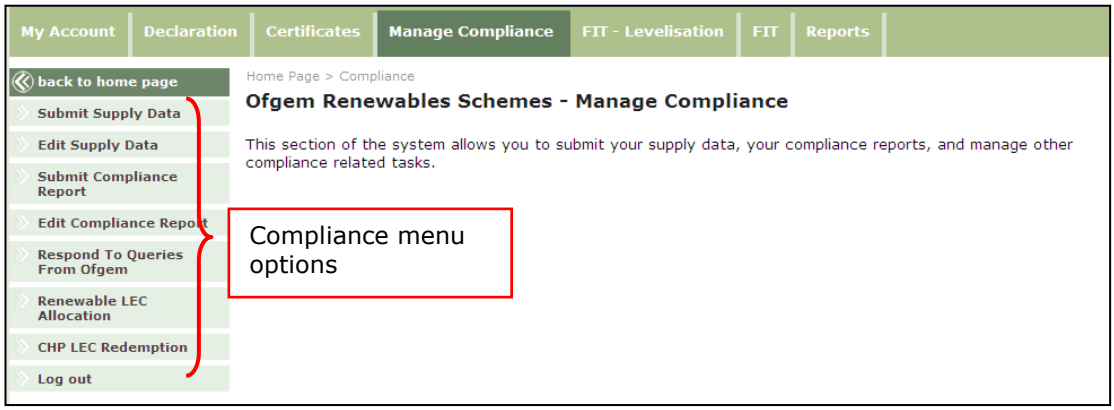
6.32. On clicking on the 'Proceed to retire certificates' button you will receive a message on screen confirming that your certificates have been successfully retired. All users will be able to view and report on certificates retired by user the certificate reports.


My Account
Accreditation
Declaration
Output Data
Certificates
Reports
back to home page
Retire Certificates
ROCs
LECs
REGOs
Log out
Home Page > Certificates > Transfer Options > Retire Certificate Success
Your certificates have been successfully retired.
Continue

7.Compliance

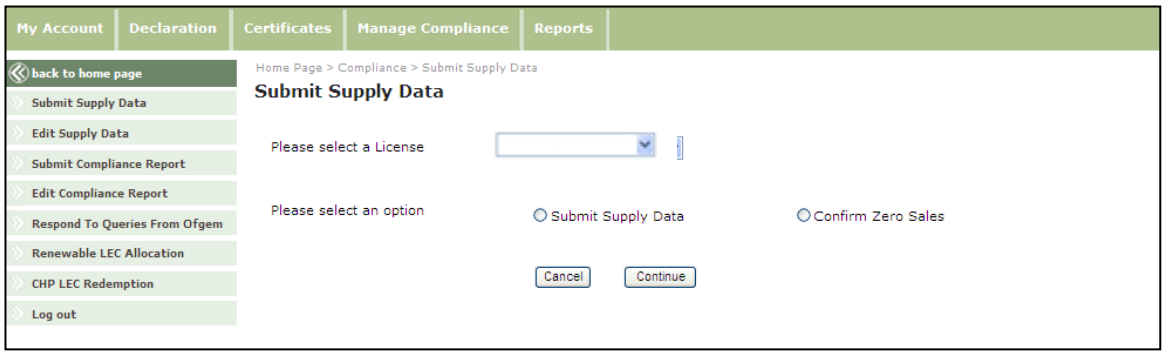
7.1. The 'Compliance' section on the horizontal menu bar on your account homepage, enables users that are registered as Suppliers to use the Register to comply with the Renewables Obligation (RO), to allocate/redeem CHP and Renewable LECs as evidence against supply UK to non-domestic customers and to hold REGOs as evidence of Great Britain Fuel Mix Disclosure (FMD).

7.2. The 'Compliance' menu option displays functions that allow the Suppliers to meet compliance for the different renewable schemes.



Submit Supply Data (RO) – Submit Supply Data option

7.3. Click on 'Submit Supply Data' on the vertical menu.



7.4. Select the licence from the drop down list of licences registered by the account. Next select either 'Submit Supply Data' or 'Confirm Zero Sales' radio buttons and then click 'Continue'.

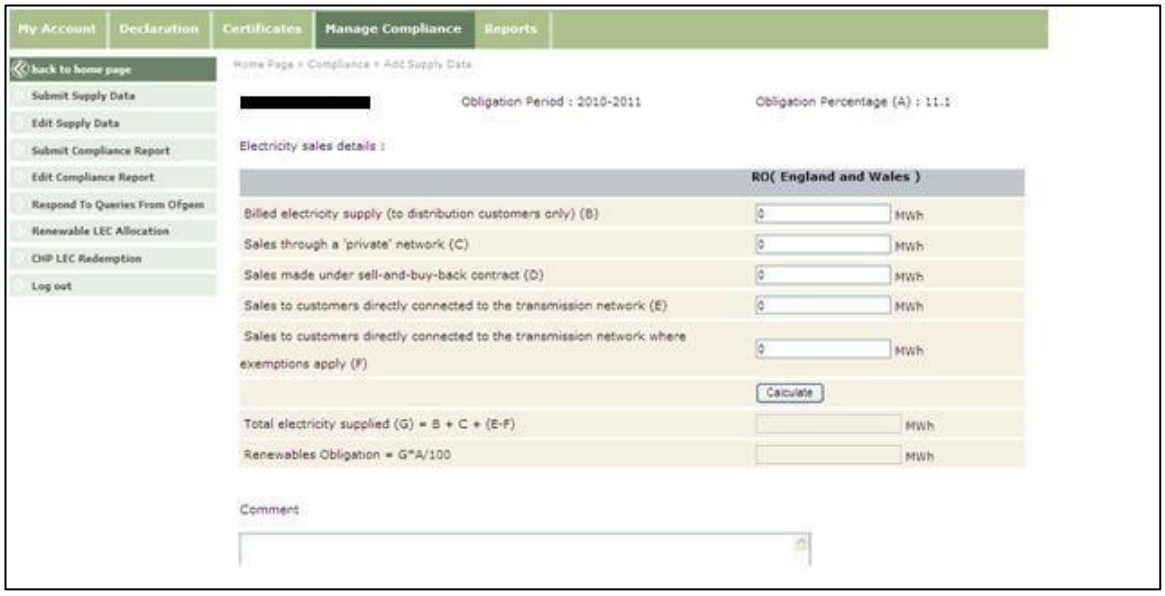
Confirm Zero Sales

7.5. If you select 'Confirm Zero Sales' a statement will be displayed, see below. You will be required to tick the check box to agree to the statement before you can click 'Submit. You will be prompted to enter your username and password.

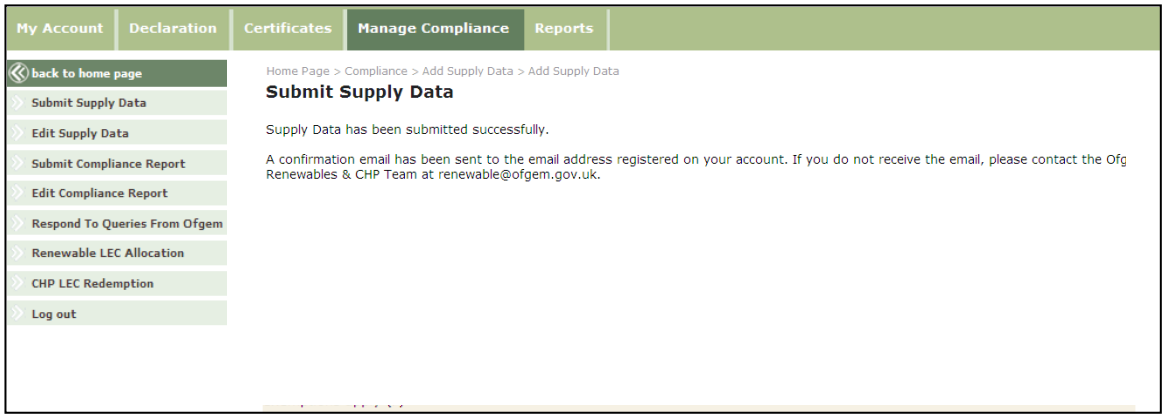
My Account
Declaration
Certificates
Manage Compliance
Reports
back to home page
Submit Supply Data
Edit Supply Data
Submit Compliance Report
Edit Compliance Report
Respond To Queries From Ofgem
Renewable LEC Allocation
CHP LEC Redemption
Log out
Home Page > Compliance > Confirm Zero Sales
Confirm Zero Sales
Please read the statement below and tick the checkbox to confirm zero sales for the period stated
As the authorized Renewables Obligation compliance contact for [redacted] I confirm that [redacted] has not supplied any electricity to customers in [England & Wales and/or Scotland] during the period 1 April 2010 to 31 March 2011 inclusive.
Cancel
Submit

Submit Supply Data

7.6. If you select the 'Submit supply Data' you will be required to complete the Electricity sales details fields and then click the 'Calculate' to show the Renewables Obligation requirement. You are also given the option to add any additional comments, if required.

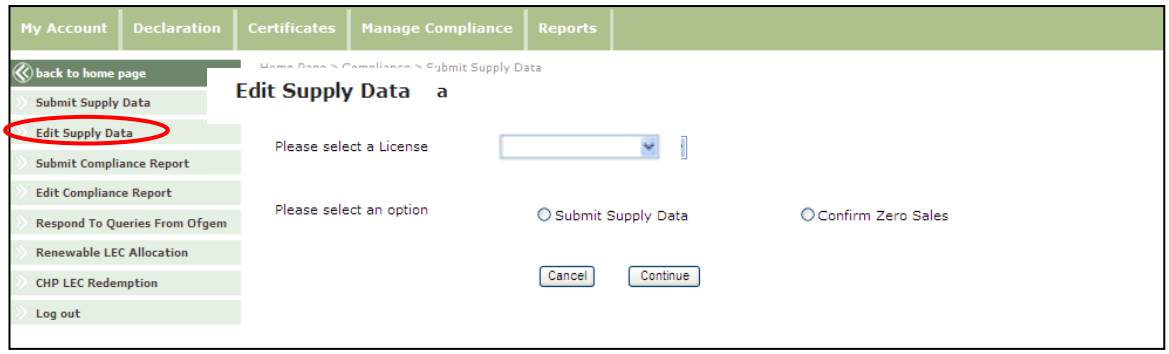

My Account
Declaration
Certificates
Manage Compliance
Reports
back to home page
Submit Supply Data
Edit Supply Data
Submit Compliance Report
Edit Compliance Report
Respond To Queries From Ofgem
Renewable LEC Allocation
CHP LEC Redemption
Log out
Home Page > Compliance > Add Supply Data
[redacted]
Obligation Period : 2010-2011
Obligation Percentage (A) : 11.1
Electricity sales details :
RO(England and Wales)
Billed electricity supply (to distribution customers only) (B)
Sales through a 'private' network (C)
Sales made under sell-and-buy-back contract (D)
Sales to customers directly connected to the transmission network (E)
Sales to customers directly connected to the transmission network where exemptions apply (F)
MWh
Calculate
Total electricity supplied (G) = B + C + (E-F)
Renewables Obligation = G*A/100
Comment

7.7. You will receive a confirmation message confirming the Supply Data has been submitted successfully.


My Account
Declaration
Certificates
Manage Compliance
Reports
back to home page
Submit Supply Data
Edit Supply Data
Submit Compliance Report
Edit Compliance Report
Respond To Queries From Ofgem
Renewable LEC Allocation
CHP LEC Redemption
Log out
Home Page > Compliance > Add Supply Data > Add Supply Data
Submit Supply Data
Supply Data has been submitted successfully.
A confirmation email has been sent to the email address registered on your account. If you do not receive the email, please contact the Ofg
Renewables & CHP Team at renewable@ofgem.gov.uk.

Edit Supply Data

7.8. Select the license you want to edit from the drop-down list of all licence registered in your account.

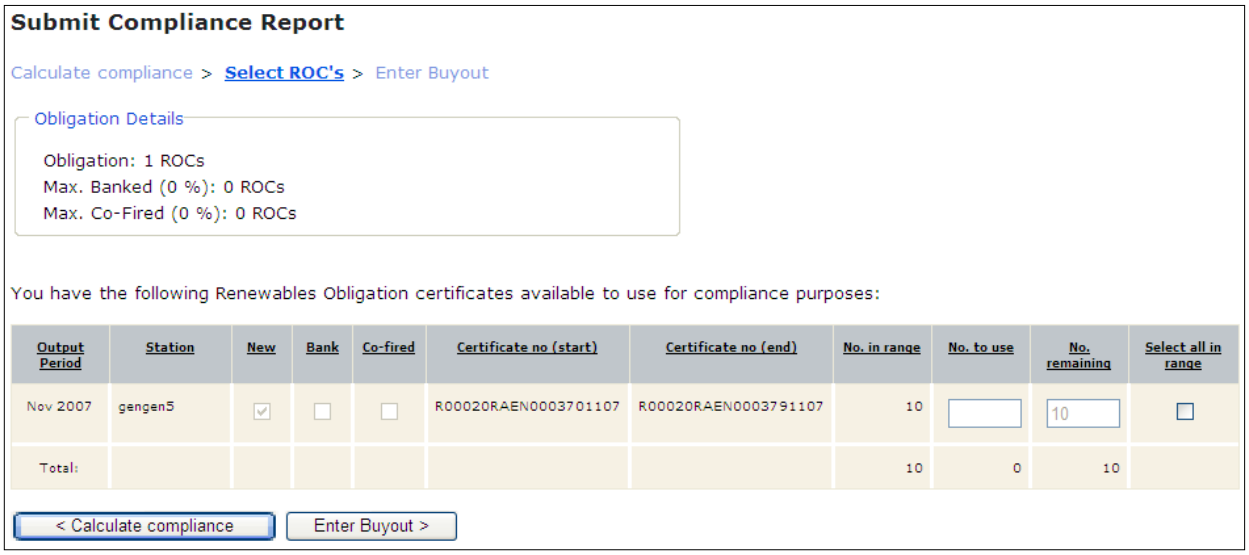


7.9. To edit and submit the updated supply data, follow the same steps as provided in the previous section on 'Submit Supply Data'.

Submit Compliance Report

7.10. Click on 'Submit Compliance Report' on the vertical menu and select a licence from the drop down list of licences held. The submit compliance report screen will then be displayed.

7.11. Click on the Select ROCs button. A table with certificates held in your account that can be used for compliance purposes are displayed.



Submit Compliance Report

Calculate compliance > **Select ROC's** > Enter Buyout

Obligation Details

Obligation: 1 ROCs
Max. Banked (0 %): 0 ROCs
Max. Co-Fired (0 %): 0 ROCs

You have the following Renewables Obligation certificates available to use for compliance purposes:

Output Period	Station	New	Bank	Co-fired	Certificate no (start)	Certificate no (end)	No. in range	No. to use	No. remaining	Select all in range
Nov 2007	gengen5	☑	☐	☐	R00020RAEN0003701107	R00020RAEN0003791107	10		10	☐
Total:							10	0	10	

< Calculate compliance | Enter Buyout >

7.12. As illustrated above, select the number of certificates you wish to use for compliance and click on 'Enter Buyout' (function to activate this may be subject to paragraph 7.14) to display the amount of your Buyout. Alternatively, click 'Calculate Compliance' to return to the previous screen.

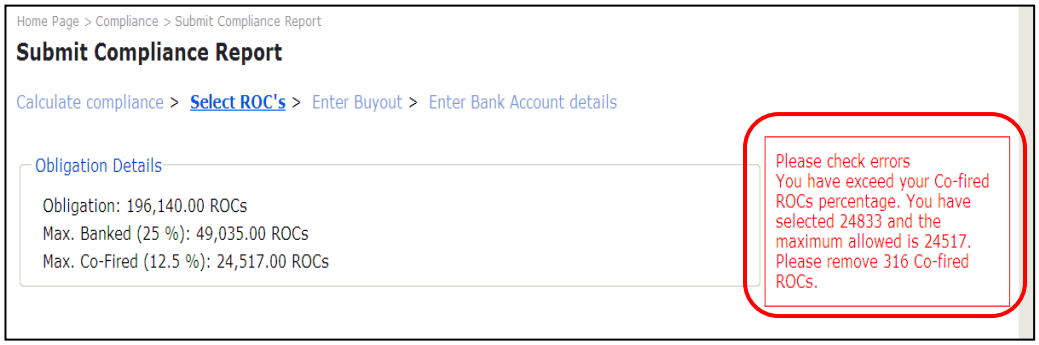
7.13. An error message will be displayed (as illustrated below) if too many of the following ROCs are selected:

7.14. Total ROCs (all types) selected exceeds the total number to needed for Supplier's Compliance;

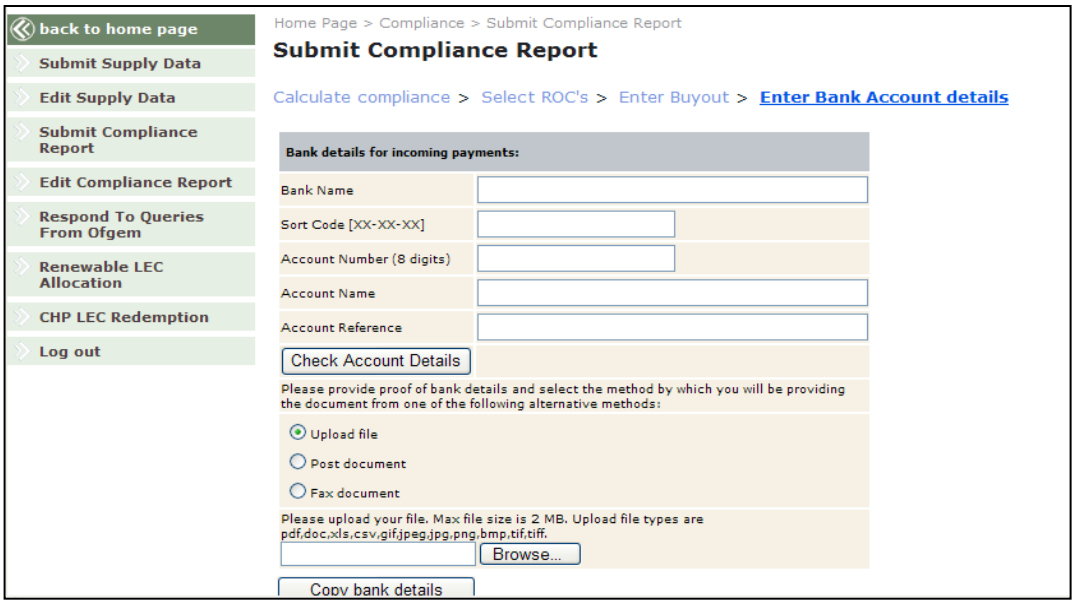
7.15. Total Co-fired ROCs (ie: those that include the generation type indentifier 'CB' in the ROCs suffix reference) exceeds the Co-fired ROCs percentage threshold (currently 12.5% for 2010/11 RO year and subsequent years – though this may be subject to change) selected for Supplier's Compliance;

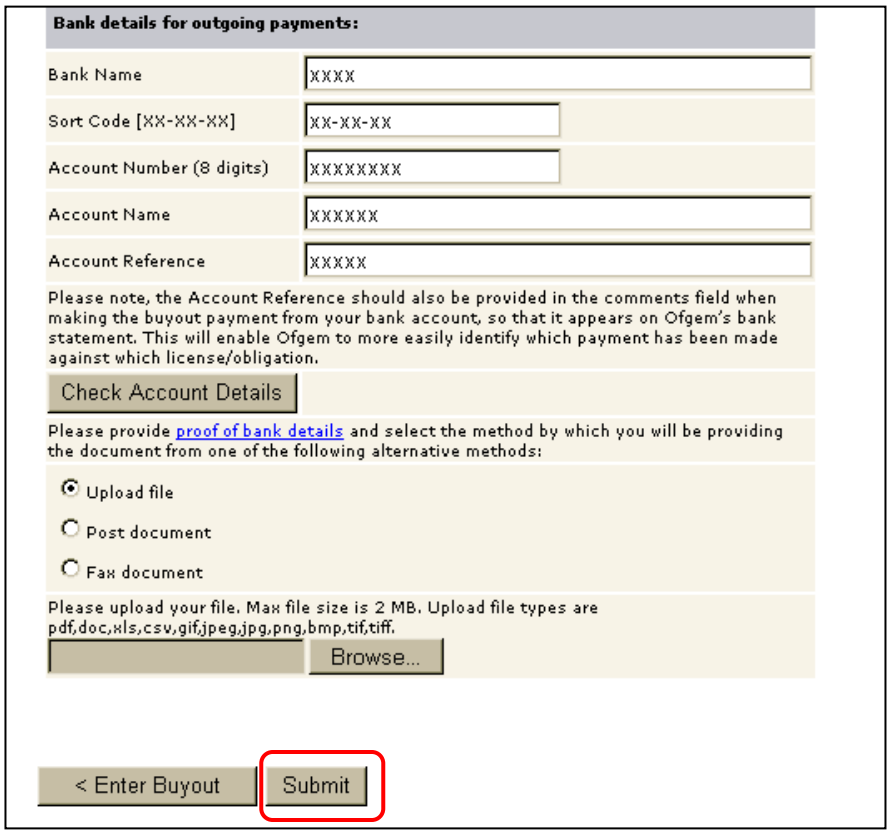
7.16. Total Banked ROCs selected (ie: those issued in the period immediately preceding the relevant Obligation Period) exceeds the Banked ROCs percentage threshold (currently 25% for 2010/11 RO Year and subsequent years – though this may be subject to change)for Supplier's Compliance.

7.17. The error message displayed (see screenshot below) will advise you to remove the surplus ROCs selected. It won't allow you to proceed beyond this point until this has been done.


Home Page > Compliance > Submit Compliance Report
Submit Compliance Report
Calculate compliance > Select ROC's > Enter Buyout > Enter Bank Account details
Obligation Details
Obligation: 196,140.00 ROCs
Max. Banked (25 %): 49,035.00 ROCs
Max. Co-Fired (12.5 %): 24,517.00 ROCs
Please check errors
You have exceed your Co-fired ROCs percentage. You have selected 24833 and the maximum allowed is 24517. Please remove 316 Co-fired ROCs.

7.18. Click on Enter Bank account details, as illustrated below


back to home page
Submit Supply Data
Edit Supply Data
Submit Compliance Report
Edit Compliance Report
Respond To Queries From Ofgem
Renewable LEC Allocation
CHP LEC Redemption
Log out
Home Page > Compliance > Submit Compliance Report
Submit Compliance Report
Calculate compliance > Select ROC's > Enter Buyout > Enter Bank Account details
Bank details for incoming payments:
Bank Name
Sort Code [XX-XX-XX]
Account Number (8 digits)
Account Name
Account Reference
Check Account Details
Please provide proof of bank details and select the method by which you will be providing the document from one of the following alternative methods:
Upload file
Post document
Fax document
Please upload your file. Max file size is 2 MB. Upload file types are pdf,doc,xls,csv,gif,jpeg,jpg,png,bmp,tif,tiff.
Browse...
Copy bank details


Bank details for outgoing payments:
Bank Name
xxxx
Sort Code [XX-XX-XX]
xx-xx-xx
Account Number (8 digits)
xxxxxxxx
Account Name
xxxxxx
Account Reference
xxxxx
Please note, the Account Reference should also be provided in the comments field when making the buyout payment from your bank account, so that it appears on Ofgem's bank statement. This will enable Ofgem to more easily identify which payment has been made against which license/obligation.
Check Account Details
Please provide proof of bank details and select the method by which you will be providing the document from one of the following alternative methods:
Upload file
Post document
Fax document
Please upload your file. Max file size is 2 MB. Upload file types are pdf,doc,xls,csv,gif,jpeg,jpg,png,bmp,tif,tiff.
Browse...
< Enter Buyout
Submit

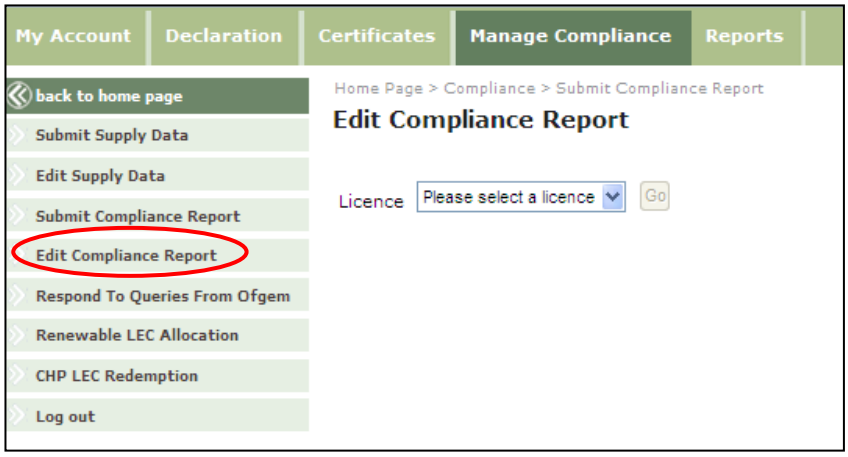
7.19. As illustrated above, enter your Bank details and either upload proof of bank details or indicate that you have sent proof by post or fax. Then click the 'Submit' button, you will be prompted to enter your username and password. A screen message will be displayed as illustrated below.

back to home page
Submit Supply Data
Edit Supply Data
Submit Compliance Report
Edit Compliance Report
Respond To Queries From Ofgem
Renewable LEC Allocation
CHP LEC Redemption
Home Page > Compliance > Submit Compliance Report
Submit Compliance Report
Compliance Report has been submitted successfully.

Edit Compliance Report

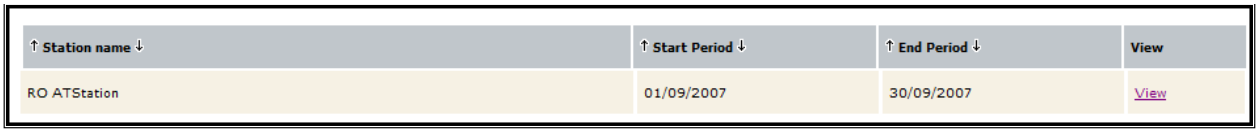
7.20. Click on the 'Edit Compliance Report' menu option and select the license you want to edit from the drop-down list of all licences registered in your account.

7.21. To edit and submit the updated Compliance Report, follow the same steps as provided in paragraphs 7.9-7.14 for submitting the Supply Data.



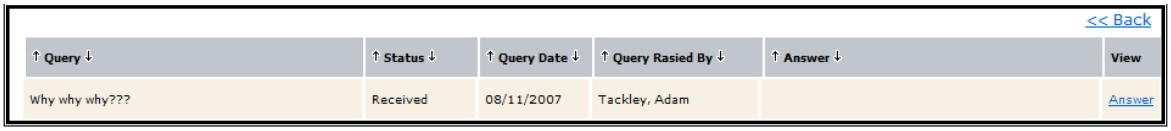
Respond to Queries from Ofgem

7.22. The 'Respond to Queries from Ofgem' menu option, displays a table that lists questions that Ofgem has raised in relation to a Supplier's Compliance Report and/or supply data.



Station name	Start Period	End Period	View
RO ATStation	01/09/2007	30/09/2007	View

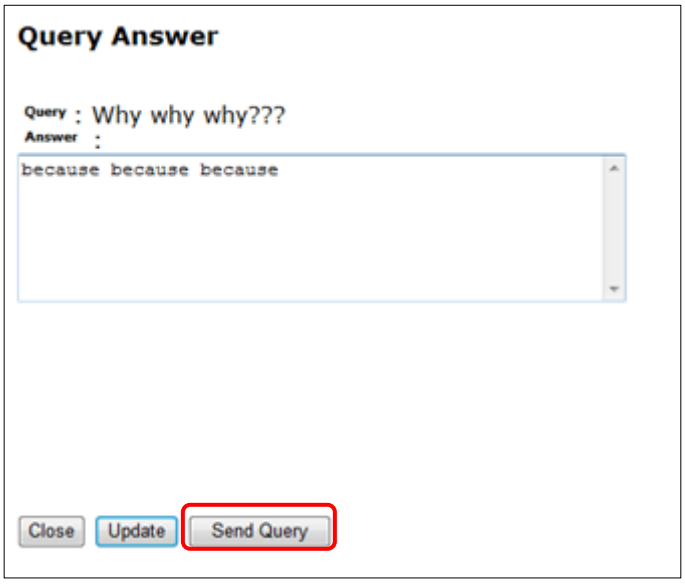
7.23. Click on View to read the query and respond to the query by clicking on the 'Answer' link.



<< Back

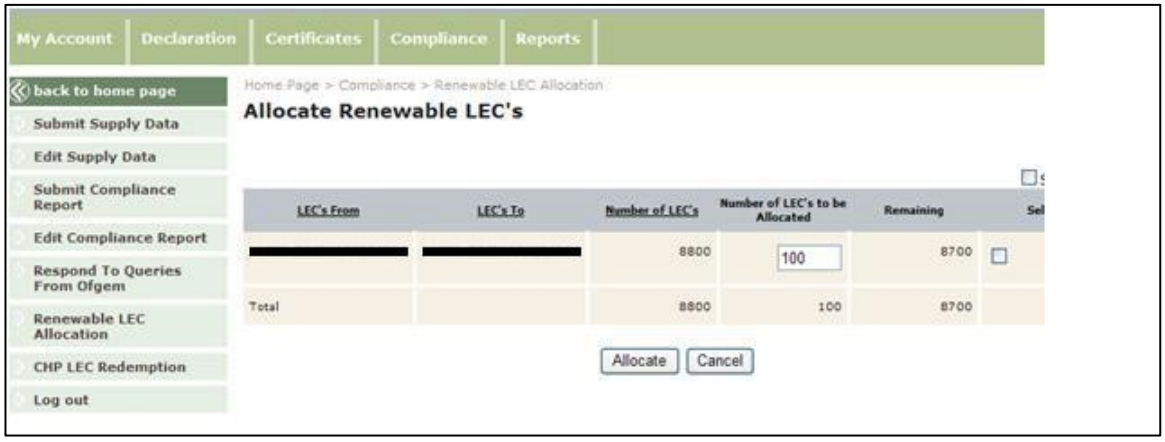
Query	Status	Query Date	Query Rasied By	Answer	View
Why why why???	Received	08/11/2007	Tackley, Adam		Answer

7.24. Fill in the answer field and attach any relevant documentation. Click Send Query once you have completed your answer.



Renewable LEC Allocation

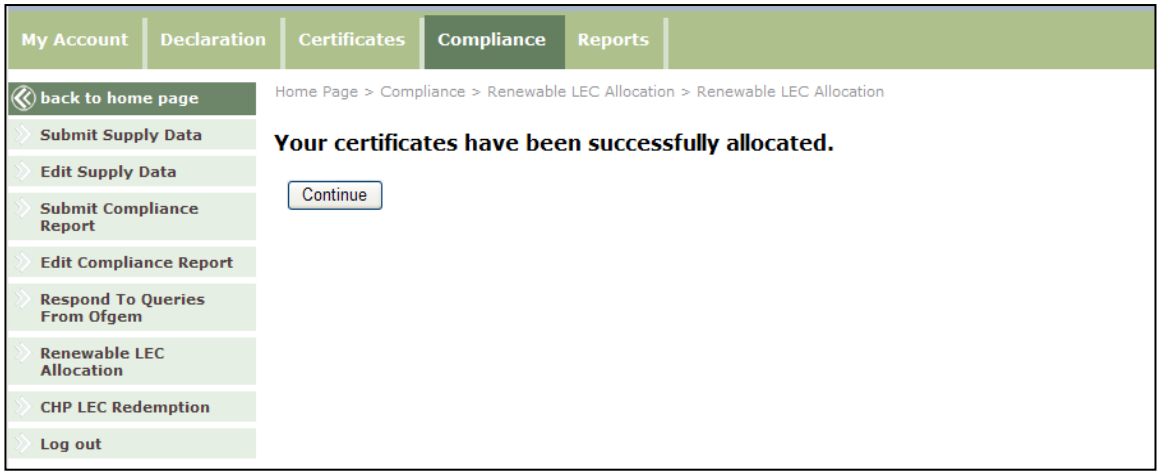
7.25. The 'Renewable LEC Allocation' menu option allows Suppliers to allocate Renewable LECs as evidence of CCL exempt supply to UK non-domestic customers. A table listing all the Renewable LEC certificates held by the user will be displayed when you click the 'Renewable LEC Allocation' menu option. As illustrated below.



7.26. You will be able to select the number of LECs you wish to allocate for a range of certificates, by either entering the number of LECs to be allocated against each range or ticking the check box at the end of the LEC row to select full range of LECs. You can also use the Select all check box to select

all LEC certificates in your account. Click the 'Allocate' button to allocate LECs against supply.

7.27. You will receive a confirmation screen, showing you the LECs you have chosen to allocate against supply. Click on the 'Proceed with allocation' button to confirm. The Register will display the message below.

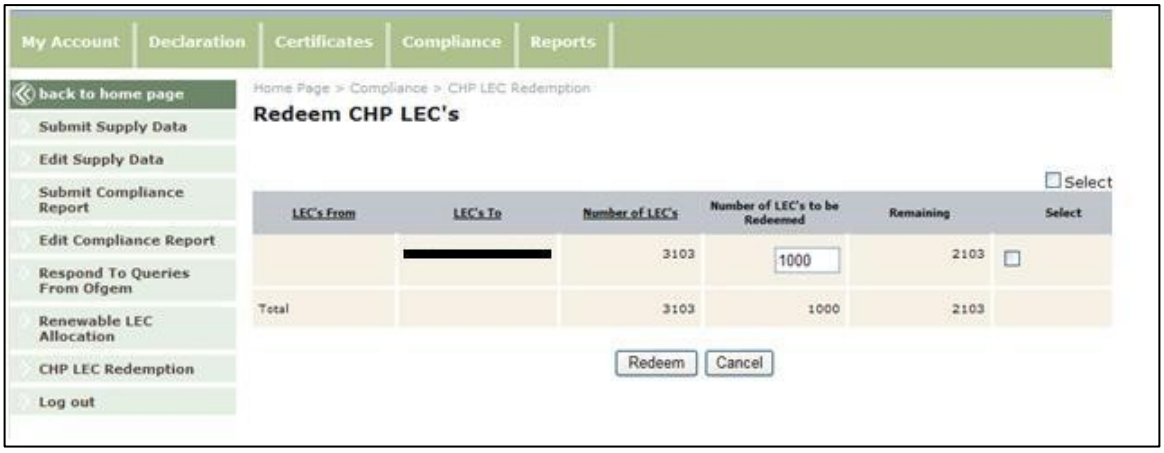


CHP LEC Redemption

7.28. The 'CHP LEC Redemption' menu option allows Suppliers to redeem CHP LECs as evidence of supply to UK non-domestic customers. A table listing all the CHP LEC certificates held by the user will be displayed when you click the 'CHP LEC Redemption' menu option. As illustrated below.

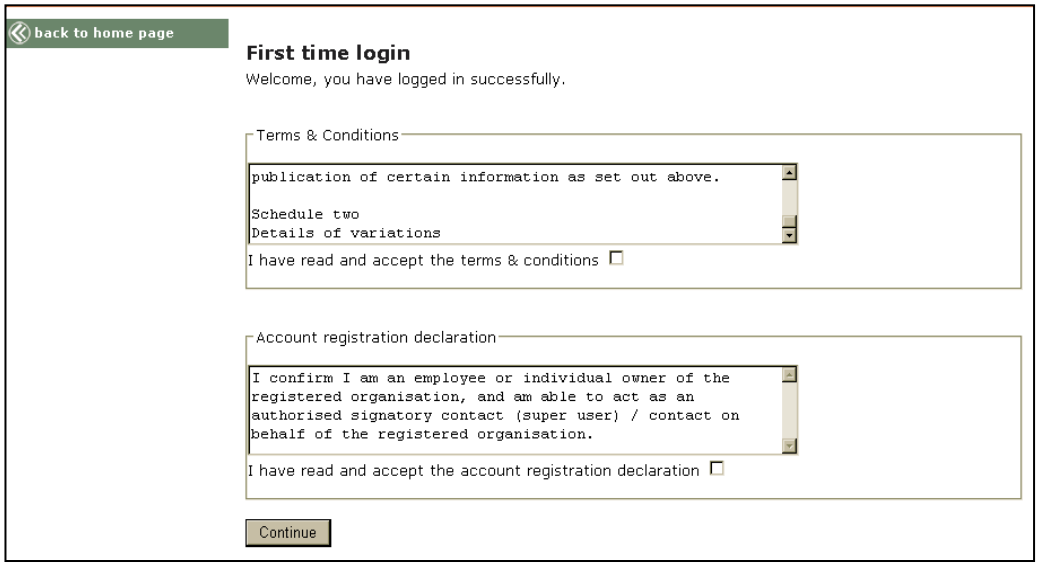
7.29. You will be able to select the number of CHP LECs you wish to redeem from a range of certificates, by either entering the number of CHP LECs to be redeemed or ticking the check box at the end of the CHP LEC row to select full range of LECs. You can also use the Select all check box to select all CHP LEC certificates in your account. Click the 'Redeem' button to redeem CHP LECs against supply.

7.30. You will receive a confirmation screen, showing you the CHP LECs you have chosen to redeem against supply. Click on the 'Proceed with allocation' button to confirm. The Register will display a confirmation message similar to the one displayed for Renewable LEC allocation.



8.Appendix 1 – Terms and Conditions for first time log in

These Terms and Conditions are displayed after you have logged in for the first time:


back to home page
First time login
Welcome, you have logged in successfully.
Terms & Conditions
publication of certain information as set out above.
Schedule two
Details of variations
I have read and accept the terms & conditions
Account registration declaration
I confirm I am an employee or individual owner of the registered organisation, and am able to act as an authorised signatory contact (super user) / contact on behalf of the registered organisation.
I have read and accept the account registration declaration
Continue

Terms and Conditions

1. The use of the site 'Ofgem Renewables and CHP Certificate Registry' (the 'website') is subject to the following terms and conditions (the 'Terms and Conditions'). The website is managed by Ofgem, the Office of Gas and Electricity Markets on behalf of the Gas and Electricity Markets Authority, both of which are collectively referred to herein as 'we'.

2. Please read these Terms and Conditions carefully before using this website. Your use of the website indicates your agreement to be bound by these Terms and Conditions.

3. Please note that these Terms and Conditions are additional to the terms and conditions which can be seen by clicking on 'Terms and Conditions' at the bottom of the screen on the main Ofgem website ('the general terms and conditions'). By accepting the Terms and Conditions you are also accepting the general terms and conditions. Please read the general terms and conditions before accepting these Terms and Conditions.

4. The Privacy Policy in Schedule One sets out the terms which govern the collection, retention and processing of personal information provided to Ofgem or otherwise held on this website. It will apply if you register as a user of this website and will continue to apply even should you cease to be a user of the website. Where there are any differences between this privacy policy and the privacy policy which can be seen by clicking on 'Privacy Policy' at the bottom of the screen on the website this privacy policy takes precedence.

5. If you register as a user of the website as an employee of an organisation you are registering on behalf of that company. You must only access the website in this capacity. It is your responsibility to ensure you have appropriate authority to act on behalf of that organisation, and do not exceed that authority.

Your responsibilities

6. Your username, email address and password are personal to you and you must not disclose them to or permit them to be used by anyone else. It is your responsibility to keep secure any information that might identify you and allow access to your account. If you lose or accidentally reveal your username or password detail you must contact us immediately. You must also change your password using the 'Change Password' function on the website. You must notify us immediately if you become aware of any loss or theft or any unauthorised use of a username or password.

7. You must take all reasonable steps to ensure that any information entered into the website is accurate at the time of entry and to only enter information which is to the best of your knowledge accurate at the time of entry. Knowingly or recklessly providing information which is materially false could result in a criminal prosecution.

8. Where information entered by you, or another user of this website registered on behalf of the same organisation as yourself, and held on the website database is no longer accurate you must ensure that the information on the website database is updated with accurate information as soon as possible.

9. You must make sure we always have your correct contact details to reduce security risks as far as possible.

10. If you are registered to use the website you must agree to use it at least once in any twelve months period.

11. You must comply with the operational procedures, as amended from time to time, set out in guidance documents available on www.ofgem.gov.uk under Sustainability and Environment.

12. You must not commit any act or engage in conduct which is likely to bring the website into disrepute.

13. You must notify Ofgem if you become bankrupt or if your organisation becomes insolvent or goes into administration.

14. You must notify Ofgem if you or your organisations directors, partners or officers are subject to any financial investigation or any investigation which may lead to a conviction or a legal or regulatory sanction for an offence or other act involving fraud, dishonesty or professional misconduct.

Our Responsibilities

15. We will endeavour to ensure that the website is available during working hours (09:00 to 17:00 Monday to Friday). However, there may be occasions when it is temporarily unavailable from time to time for maintenance or other reason.

16. We will endeavour to ensure that the information available on the website is accurate. However, we do not guarantee that the information on the website is at all times accurate.

17. We reserve the right to change, suspend or discontinue any aspect of the website; and impose limits on the website at any time. Any variations to these Terms and Conditions will be carried out in accordance with paragraph 24 of these terms.

18. The failure of Ofgem to exercise or enforce any right or provision of these Terms and Conditions shall not constitute a waiver of such right or provision or any other instance.

Termination

19. If for any reason we believe that you have not complied with any of the responsibilities set out above in all or in part, we may at our discretion cancel your access to the website, immediately and without giving you notice.

20. We reserve the right, without notice and at our discretion, to terminate the agreement and cancel your access to this website or portions of it for any reason.

Force Majeure

21. We will endeavour to provide you with constant uninterrupted access to the website, however we do not guarantee it. We accept no responsibility or liability and cannot be deemed to be in default for any interruption or delay, resulting directly or indirectly from any cause or circumstance beyond our reasonable control.

Governing Law and Jurisdiction

22. These Terms and Conditions shall be governed by and construed in accordance with the laws of England and Wales. Any dispute arising under these Terms and Conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales.

Severability

23. If any provision of this agreement is held to be invalid by a court of competent jurisdiction or is deemed to be unlawful, void or for any reason unenforceable, then that provision shall be severed from these terms and the remaining provisions shall remain in full force and effect.

Variations

24. These Terms and Conditions may be varied from time to time. Details of variations will be posted in Schedule Two below. Please ensure that you review these Terms and Conditions regularly as you will be deemed to have accepted a variation if you continue to use the website after it has been posted.

Schedule One
Privacy Policy

Ofgem is a data controller for the purposes of the Data Protection Act 1998, and Paul Kitcher (Head of Research and Information Centre) is the person nominated to deal with any Data Protection Act 1998 issues. Any information provided to Ofgem via the website or for purposes associated with the website will be processed in accordance with the Data Protection Act 1989.

We may use your information, or disclose it to our agents, representatives or successors, or to other public bodies or third parties, for the following purposes:

- to carry out Ofgem's administrative functions in relation to the Renewables Obligation, the Climate Change Levy Renewables and CHP exemptions and the Renewable Electricity Guarantee of Origin certificates ('the Renewables and CHP obligations and certificates');
- to enable us to inform you about, or provide literature or services about the Renewables and CHP obligations and certificates;
- to carry out statistical analysis or research and development, in relation to the Renewables and CHP obligations and certificates;
- to provide information or data in relation to the Renewables and CHP obligations and certificates, on an aggregated or non-attributable basis;
- to prevent or investigate fraud or other unlawful activity in relation to your account; and
- for any of the purposes permitted by the Data Protection Act 1998

Details including the name of all registered users of the website, and the full details of an organisation, will be freely available to the general public. Details including the name, full details of an organisation - generation capacity, accreditation date and commissioning date - will be freely available to all registered users of the website.

All other information provided to Ofgem, your account security information (including your user name and password) will be kept confidential. Your account may only be accessed by you, or where you are registered on behalf of an organisation or other registered users for that organisation, and Ofgem.

By agreeing to these Terms and Conditions and using this website you are consenting to the processing of any information provided for these purposes and to the publication of certain information as set out above.

Schedule two
Details of variations

Account registration declaration

I confirm I am an employee or individual owner of the Registered organisation, and am able to act as an authorised signatory contact (super user) / contact on behalf of the Registered organisation.